

## MINUTES OF THE HAVA MEETING

Held on 9<sup>th</sup> May 2017 at 18:00 – 20.30

Attendees	Present	Apologies	Absent
Jude Smith	x		
Deborah Howarth	x		
Cherie Cartwright			
Christine Underwood	x		
Maureen Lindsay	x		
Leon Corbett (LTO)	x		
Lucinda Yeadon		x	
Christine Green	x		
Kizzy Sheehan	x	x	
Tim Clarke	x		
Sarah Horsley	x		
Steve Skinner		x	
Alex (finance)		x	

### Item

### Action

1 Apologies received from Lucinda

2 Minutes from last meeting were approved.

3. Action Log.

Deborah emailed Lucinda and Kizzy to obtain their votes and the amendments to the terms of reference were approved.

Deborah has gone through old minutes to find details of all grants but some details still not found as minutes are sketchy in places.

Alex is still to write to Martin with regards to how the gardening grant was spent.

Deborah has details of some groups that may be able to help with match funding once the plans for the Park are approved.

4. Following the AGM the vacant Board Posts were discussed and anyone interested in standing for Chair, Vice Chair or Finance officer are to let Deborah know by the end of May. It was requested that finances from the Cardigan Centre were to be on a monthly basis and to show just that months income and expenditure.

**Action Alex to amend reporting procedure of finances**

Item	Action
<p>Leon explained the roles of the sub groups and how they were to discuss plans and feedback to the Board. Small expenditure of £100 per group without referral to a full Board meeting was agreed.</p> <p>Sub Group members are as follows</p> <p><b>Green Group</b> – Christine Green, Christine Underwood, Kizzy, Jude, Lucinda and Tim.</p> <p><b>Grants</b> – Jude, Tim and Maureen</p> <p><b>Community Action/ Skills and Volunteers</b>- Maureen, Sarah, Tim Christine Underwood and Cherie.</p> <p><b>Communications</b> – Sarah Christine Green and Cherie</p> <p>Deborah is to take minutes at each group and the spokesperson's role is to arrange the meetings through Deborah and feedback to the Board. However if anyone was unable to arrange meetings Deborah can do that.</p>	
<p>5. Christine Green fed back from the Green Group. The draft plans have been received from Groundwork and were presented at the Forum for feedback and have been sent to Phil Staniforth at Parks for his review.</p>	
<p><b>Action. Deborah to contact Andy at Groundwork and Phil at LCC to arrange a meeting to move plans forward.</b></p>	Deborah
<p>6 Sarah fed back on the newsletter and asked for any amendments the Board wanted to be sent to her as soon as possible. A section on Grants was requested to be added.</p>	
<p><b>Action Deborah to add this</b></p>	Deborah
<p>7 Maureen outlined the plans for the Community Fun day which will be held in conjunction with the School. As well as the Dog Show and Cake competition there will be a children's fancy dress and a photography competition. Gazebo's will also be need for the day and the Board agreed expenditure of up to £700 to get good quality ones ( 2 large and 1 smaller one)</p>	
<p><b>Action Deborah to arrange prizes, sort First Aid cover and Insurance and work with the School and to look at Gazebo's</b></p>	Deborah

Item		Action
8	The Forum went well, the Conservative Club were excellent hosts and we need to look at using this community asset more. Feedback was given by most that attended and it was all positive and some ideas were given for future plans.	
9	<p>The current SLA agreement runs out at the end of May. The Board had a vote to decide if the LTO was to continue or it was to be put out to tender. The vote was 5 to remain with the Cardigan Centre and 2 to put out to tender.</p> <p><b>Action Deborah to email Cherie and Lucinda who were not present at the time for their votes.</b> Cherie has since replied making the vote 6 to 2</p> <p><b>Action Deborah to email the current SLA agreement to all board members so they can read and suggest any amendments</b></p>	Deborah
10	Jude has been attending the West Leeds Community Led Local Development strategy meetings. As she will be leaving the area for her new post later in the year she gave all board members a detailed description of the work involved and asked anyone to let her know by the end of May if they are willing to replace her at the meetings as European funding is available.	
11	<p>Any other business.</p> <p><b>1.</b> Pathways have met with Deborah and Leon regarding NEETS in the area and they are looking to work with us and the Cardigan Centre at no cost to HAVA to help them into education training or work.</p> <p><b>2.</b> Leon has been working with a young man and he feels he now needs work experience and to get into a routine to help him be more motivated. He lives on the estate and would give the Board a young person's opinion to plans, (not just his own thoughts but those of his own age group). He is to be invited to meet with Deborah to arrange what he would like to do and see if he would like any involvement in the Park Development or Volunteer for any of the other groups.</p> <p><b>Action Leon and Deborah to arrange meeting</b></p> <p><b>3.</b> The Laptops in the office have all developed issues and Word etc no longer seems to work on them.</p> <p><b>Action Leon to look into IT support</b></p>	<p>Leon and Deborah</p> <p>Leon</p>

**Item**

4. A new Board Member Nomination was received from Robert Esterine a retired teacher and youth worker who lives in the area.

**Action Deborah to invite Robert to the next Board Meeting**

**Action**

Deborah

The Meeting finished at 8.20pm

Date of next meeting 13<sup>th</sup> June

**Item**

**Action**

**4.9**

**5.1**

**6**

**7**