

## MINUTES OF THE HAVA MEETING

Held on 22<sup>nd</sup> November 2016 at 18:00 – 20.15

Attendees	Present	Apologies	Absent
Calei Smith ( Chair)		x	
Jude Smith	x		
Deborah Howarth	x		
Dominik Klinikowski	x		
Christine Underwood	x		
Maureen Lindsay	x		
Leon Corbett (LTO)		X	
Lucinda Yeadon	x		
Trevor Underwood			x
Christine Green		X	
Kizzy Sheehan	x		
Tim Clarke	x		
Steve Skinner	x		

### Item No

1. Apologies received from Calei, Leon and Christine Green
2. The Minutes from the October meeting were agreed with the amendment to the wording on the hava plan This should read - the next lot of funding not next years funding.
3. **ACTION LOG.**
  1. LTO Agreement – the meeting has been held and will be discussed later in the meeting.
  2. Steve Skinner has looked into the signing of the LTO agreement. Whilst HAVA has legal status they can sign the agreement as it is an agreement between HAVA and the LTO.
  3. The draw down from the Big Local has been deferred by mutual agreement until the plan has been agreed.
  4. Steve Skinner has distributed the guidelines of the sub group used by Sheffield.
  5. A couple of the sub groups have met and the minutes have been distributed. The Healthy Living group requested at their meeting details of community defibrillators, Deborah has now got details of these ready for the next meeting, She has also found a volunteer willing to make planters, etc. for the area.

### ACTION

Item No		ACTION
4.1	LTO agreement. This was then discussed after Deborah left the meeting. Minutes to this discussion will be sent out separately.	BOARD
4.2	An update was given on the complaint by Mick Keenan. The report from Ann was sent out to Mick and then to the board a few days later to give him time to read and comment on it. He has now put in an appeal against this report and this is being looked into, the findings of which will be sent out in due course.	STEVE SKINNER
4.3	HAVA plan. Some groups have met to discuss the plan and Deborah is getting prices for these. Most of the costings have already been done and Deborah will discuss these with Leon to help produce a plan for the next meeting. The figures need to be ball park figures rather than accurate to the penny as further details will be needed later, not at the initial plan stage.	LEON DEBORAH
4.4	SLA agreement. This was discussed and it was agreed to sign it with it to run from 30 <sup>th</sup> September to 31 <sup>st</sup> March.	
4.5	Alex gave an update on the finances. The underspend has now been returned to the Big Local in preparation for the next drawdown. Following the investigation by the DWP, they have now requested repayment of the money given and not spent on the website design and this was agreed to be repaid. Alex will contact the Big Local for guidance as this will mean a change in year 1 spending. He will also send Deborah the documentation he has received from the DWP for distribution amongst the board.	ALEX
4.6	Deborah has now got access to the website but she has explained she would like guidance from the communications sub-group as to what they want putting on the website and facebook. Jude offered to look at the website with her as when the minutes were put on it, it was not possible to change the font, etc. and Jude uses the same programme for the church. October and November minutes will be put on it once it can be made to look presentable.	DEBORAH JUDE
4.7	Spaces on the board. A request for new board members has now been put on Facebook and 1 application has been received from a resident who is currently a volunteer with HAVA, after a vote, it was agreed to invite SARAH HORSLEY to join the board.	

Item No		ACTION DEBORAH
4.8	Community Forum. A date needs to be agreed for this as soon as possible, however a number of board members were missing. Deborah to send out an email to all the board asking which dates in January they are not be available so a date can be decided. Deborah also to book the hall with Martin.	
4.9	Deborah's action list was shown to the board and it was agreed that she should work on this for the next meeting.	DEBORAH
5.1	Park Update. This project is still going forward and will be implemented in stages. Groundworks are to provide a full plan for presentation at the Forum day so the residents can see the complete plan not just a bit of it and John Crossley is to be invited to the next board meeting to discuss this. Lucinda is still awaiting confirmation as to how much LCC will contribute.	
6	Christmas Activities. Kizzy advised that this was something she wanted to do next year and it was agreed to discuss later as she had to leave due to a family emergency. There will be carols in the church on 15 <sup>th</sup> December at 6:30pm to which all are invited.	
7	There were no grant applications received, however a couple of forms have been given out. The £4000 has been paid to the children's centre.	
THE DATE OF THE NEXT MEETING IS 13 <sup>TH</sup> DECEMBER AT 6PM		