

## MINUTES OF THE HAVA MEETING

Held on 21<sup>st</sup> February 2017 at 18:00 – 20.20

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		
Sarah Horsley	x		
Steve Skinner	x		
Stuart Byrne			
Alex (finance)		x	

### Item No

### ACTION

1. **Apologies received from Calei, Dominik, Maureen and Christine Green.**
2. **The minutes of the last meeting was approved.**
3. **Action log was gone through. The meeting with the Chair and Vice Chair and Deborah to discuss the layout of the minutes has still to take place. Alex has produced the graphs of the finances and is just amending couple of headings after the discussion held on the away day and will be available to out on the website very soon. All other actions had been completed**
4. **Leon advised on the plan for the sub-groups. Each group will have a spokesperson who will report back to the Board each month and any questions or correspondence should be directed though to this person for them to distribute and action within the group. Action groups can invite any HAVA residents, local organisation and or businesses, public services and voluntary organisations to the meetings if it is felt they can contribute to the group. Each group will have a £100 a year budget to spend at their discretion without coming back to the Board for approval. Expenditure must be backed up by receipts and Deborah will**

monitor through petty cash. Any major decisions affecting HAVA in general will still go through the Board and not the sub groups. Leon will chair the first meetings and then take a step back to allow the groups to run themselves with Deborah taking the minutes but will be available to attend should he be requested.

5.

Sarah gave everyone her email address as the spokesperson for the Communications group. The communications group will focus on the Newsletter, Website and Facebook as well as any marketing needed. The Newsletters this year will be ready for distribution by 1<sup>st</sup> May, 1<sup>st</sup> August and 1<sup>st</sup> November with the one being finalised now to go out as soon as possible. Board members need to get any articles to the group in plenty of time for publication. Deborah has added the previous newsletters to the website and will add future ones when they are produced. New story's will be added to the website and Facebook as they happen. For events like the AGM and forums it was felt that free standing notice boards would be needed.

6. Action Deborah and Leon to arrange the purchase of 3 of these

Tim as spokesperson for the Grants group gave the feedback on the grant applications received. The application from the Cragside Close Community Centre for funding towards a day trip was approved. Further information was requested from the applications from the Scouts, the YMCA and Mrs Rawnsley. The next group meeting the guidelines will be discussed and see if any amendments are needed. It was decided to run the Easter Egg hunt as a joint project with HAVA and St Mary's Church.

7 Action Deborah to contact all grant applicants regarding decisions. Deborah to work with youth workers on Easter Egg Hunt and arrange funding.

The Green Group are concentrating on the park regeneration as this is a large project. The men have been seen out with their measuring equipment and we are awaiting the results of the survey.

8 Action Deborah to contact Groundwork to chase up surveys and plans and invite to next Green meeting to discuss progress and commuted sums involved.

The Healthy Living sub Group felt that Community Action Group

was a better title. They will cover Community Engagement, projects and events and look at Community Cohesion. Events planned so far are the Easter Egg Hunt (9<sup>th</sup> April) the Fun day that will be around the end of June beginning of July, the Scarecrow Festival early October with more bulb planting around September and will look at doing Christmas events for the community. With the HWCA closing it was feared the area may be losing some activities and HAVA may be able to either continue with them or offer alternatives.

Action Deborah to look at what HWCA offered.

Real Junk Food/Pay as you feel/Foodbank schemes seem to be popular in other areas and could be something needed in this.

Action Deborah to contact/visit other schemes to see how to set up one.

Fundraising was also discussed. Whilst we still have plenty of funds available fundraising schemes need to be looked at to make HAVA more sustainable and to ensure schemes can continue after the allotted 10 years are over. It was felt that this was the remit of all groups should the opportunity arise.

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The Skills and Volunteers sub group have still to meet and Leon will contact them with a date.

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Action Leon to arrange date for meeting

Steve Skinner went through the away day proposals. It was decided that the HAVA vision statement should be slightly changed to include community cohesion. Several key themes were identified at the away day and the highest scoring ones will be looked at by the appropriate sub-groups and some could be available to present for community feedback at the AGM. It was decided that to assist meetings to run smoother Board members need to give apologies as soon as possible if they are unable to attend any meeting. The agenda needs to be kept to rather than other things being discussed and new Board members are still required. To help any new members it was felt that a Handbook would be useful and should a Board member find that they are unable to complete a task they volunteered for Deborah is available to help. The proposals from the away day were agreed upon and the plan to go to the Big local for funding will be for 3 years rather than for a single year.

11

Item No

ACTION

**Action Deborah to produce New Board Members Handbook**

After a lot of Diary searching it was agreed that we could hold a forum/AGM on Saturday April 22<sup>nd</sup>. Looking to start at 11am finishing at 2pm the venue will be confirmed later as options are being explored.

**Action Deborah to notify Board of Venue when confirmed and with the Communications Group work on letting the HAVA community know.**

**Date of next meeting is Tuesday 14<sup>th</sup> March at 6pm**

Meeting closed at 8.20 with a vote of thanks for Steve Skinner for holding the away day.

**Item No**

**ACTION**

**4.8**

**4.9**

**5.1**

**Item No**

**ACTION**

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