

MINUTES OF THE HAVA MEETING

Held on 10th July 2018 at 19.00-21.30

Attendees	Present	Apologies	Absent
Deborah Howarth	x		
Cherie Cartwright (treasurer)	x		
Sarah Horsley	x		
Hannah Bithel	x		
Leon Corbett (LTO)	x		
Lucinda Yeadon		x	
Christine Green	x		
Kizzy Sheehan	X		
Tim Clarke (chair)	x		
Barbara Brett	x		
Steve Skinner	*		
Robert Esterine	*		
Tony Marshall		x	
Sam Peters Esterine	x		
Stuart Byrne		x	

Item

Action

- 1 Apologies were received from Lucinda

Adrian Curtis from Groundworks handed out new 3d map of the Skatepark now that it has been flipped to remove the need of a drain cover, this will reduce the risk of vandalism but will still allow drainage. A question of if this will save nay money was raised and this will be looked at, however it was felt it wouldn't reduce the cost as extra stone had been imported. A site inspection will take place tomorrow and any delays over a week will be chased up by Groundworks. A regular weekly update will be sent to Deborah and should there be anything to repot this will be sent out to the full board. Completion is expected to be 17th August, at this point the site will be then covered by the Councils liability insurance. Thanks were given to Adrian for his assistance at the fun day. Phase 2 was discussed and plans were handed out showing the outdoor gym equipment. Public opinion was asked for at the Fun day and Sarah will collate the information, the Board voted to go with the layout the majority of those asked wanted (votes 8 yes 1 No). A meeting will be held on Monday 16th to discuss positioning. Away from the roadside was thought to be the best option but as Leeds City Council are opposed to lighting on the park the winter months need to be considered.

The terms of reference were handed out and the Board were asked to read them and to discuss at the next Board meeting. We received a complaint

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regarding the way we have recruited on to the board in recent years. I.e not by election. Also the complainant had heard that we have change our terms of reference. He felt we are unable to change it without community discussion.

This was discussed and the following conclusions were made.

1. We are going to have a community forum in September. It will also be an extraordinary general meeting where we invite people to elected. It is also where the members of the board who have not been officially elected to be ratified.

2. It was clarified that the terms of reference can be changed with 2/3 majority of the board. However, we realise our terms of reference are a bit out of date. We will review this in the next few months to ensure they are correct.

Action.

1. Organise a community forum/ Agm - Steve, Deborah, Tim
2. Steve to email the complainant to update him on this discussion and to invite him to meet us.
3. Organise a time to look at terms of reference - Deborah, Tim

Action to invite Stuart Byrne to the next Board meeting.

Steve gave out Survey forms with a request that the Board complete and return them as .soon as possible.

The minutes were approved and the action log gone through. **Action Constitution to be sent out to the Board. Leon to send out sub group guidelines and community action are to produce events check list against criteria form.**

As the photographer didn't attend the funday an appeal for photographs is to be sent out.

The finance report has been sent off following the review from the lottery. The report from them is expected shortly A meeting was held for Cherie and Tim to agree the finance and these have been signed off by them. Leon will send out the spreadsheet to the Board. It has been discovered that some of the payroll has not been debited to the HAVA account and Leon asked if this could be repaid to the Cardigan Centre. **Acton to be discussed at next meeting when spreadsheet has been looked at.**

A site visit was made by a planning officer to discuss the possibility of a portacabin type building to be put on the field near the skatepark. The feedback was positive however due to the classification of the park the main use of the building would be green and recreational use, which fits in with our plans. It was suggested that a pre-planning application be submitted and the cost of this would be around £160. A meeting to discuss this will be held on Tuesday 17th July at 2pm

Summer activities will be held on the field starting 9th August. As last year these will be held on a Thursday, meeting in the Church for tea and toast

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Deborah

Deborah

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before going to the field. HWCA have kindly agreed to fund refreshments for this event. Sarah and Deborah will be the safeguarding officers with the Cardigan Centre being the lead should any issues arise. Sarah will look at a plan for the weeks to vary it from the walk of last year.

The opening of the skatepark was discussed. The expected date is to be around the 17th August. The idea of buying some skateboards to give out to local children was suggested and this is to be discussed at the next community action group along with the format of the opening ceremony/celebration. A budget of £500 was agreed.

The hours Deborah was working was then discussed and it was decided that she would be paid 25 hours of her lieu time and a further 25 hours should be taken off by the end of the month. A task list will be produced each month and a supervision will be held the day following Board meeting. Due to a technical issue recently a lot of information was lost and it was decided that any important emails should be also copied to a Board member in order to reduce the risk should this happen again. **Action Leon to look into cost of IT support**

The meeting ended at 9.30

Date of next meeting 14th August

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