

## MINUTES OF THE HAVA MEETING

Held on 9th October 2018 at 19.00-21.10

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

Item	Action
1	Development Questions. Should a question be asked during the meeting if it is relevant to the topic being discussed it will be answered at the time if possible. Any questions not relevant to the topic will be added to any other business, these will be discussed if time allows. Should time or the information not be available these will either be discussed in a separate meeting or via email. This ensures that everyone is listened to and the meetings run to time.
2	Apologies received from Cherie and Sophie
3	The minutes from the previous meeting were agreed.
4	Action Log. The green Group have met and this will be discussed late in the meeting. The Job profile has yet to be done as no details given to Leon. EAGM has been booked. The take up for the Kirkstall Forge is very low from this area. <b>Action Deborah to invite Ewen to EAGM.</b> The Meeting with Maggie from the YMCA has not yet happened , <b>Action Hannah to meet with her.</b> The Terms of reference were all signed by those present. The Scarecrow walk planning is underway. A Grafitti facebook page has been set up for discussion. LCC will not give permission for any work to be done until full plans are submitted and no work can start without permission. Local residents would be the preferred option to do the work however non have

**Item****Action**

been found as yet. **Action Robert to arrange a planning meeting**

- 5 The Conservative Club has been book for 6pm on Tuesday 6<sup>th</sup> November. A sub group of Steve Tim Barbara and Robert. **Action Tim to arrange a planning meeting. Each sub Group to do their own presentation. Deborah to produce advertising leaflet and notify Board when available for collection and distribution.**

Sub groups are :-

Buildings – Hannah, Barbara and Sam

Grants – Tim, Cherie, Robert and Kizzy

Community Action – Cherie, Sam, Sarah and Christine

Green – Hannah, Christine, Robert, Tim and Sam

Communications – Hannah, Sam, Christine and Kizzy

**Action Leon to arrange meetings** Leon to do the minutes for each sub group to start and produce guidelines. Action Each group to look at what's been done, what's going to be done, who can we get involved and how and other views. Each group to look at plan against actions.achieved

- 6 The Finance spreadsheets were given out. Not much has been spent this month and Grants could be pushed at the Community meeting by doing a Dragons Den or something similar. **Action Grants Group to look at this. It was also felt that feedback from grants given should be chased up.**

- 7 Away Day action points were looked at. The 6 monthly review is due Nov/Dec time and Leon will update the Board. Activities will be reviewed and the evaluation given to the Board,. The workers Job description still has not been written and the roles and pay structures are still to be looked at. The Guidelines on legal structures have been received. Buildings sub-group has been formed and meetings held. Action Group Guidelines are to be presented at the Action Groups. The newsletter has not yet been done and the communications group are to look at this.

Becketts University have written to ask if we need any students this year it was decided to defer and look at using them next year possibly.

- 8 A review of all Big locals are done every 6 months and ask how the partnerships work, something to think about are do we want more agencies involved? Should we invite the Police etc to meetings? The skatepark is something solid and visible for all to appreciate and has generated a good feeling .**Action Communications to look at stakeholders community forum. A map to be produced showing members and where grants given and maybe hold a meeting in the Vesper Gate.**

**Item****Action**

Buildings – nothing new to report on the buildings plans. A Leeds watch camera is 35k plus 1k per year upkeep. This comes with a floodlight so could solve some problems on the park. **Action Hannah to chase progress and to apply for feasibility survey funding.**

Community action group discussed the EAGM some have not received the minutes **Action Deborah to re-send the minutes.**

Green Group – minutes will be sent out when they are produced as they have only just been received. We are still awaiting a response from Groundwork with regards completion of the park. The path should be done 22nd- 29<sup>th</sup> October. Drainage and the contingency funds issues are still to be resolved. The sign was made to spec and a replacement is still under discussion. The gym equipment and packages are being explored **Action Green group to meet and decide on equipment** . There has not been any clarification on the park area being an extension or not. Wheelchair swing can only be put into a manned park. HAVA would look at providing equipment for the younger children and LCC to look at older age group.

Deborah's priorities advertising leaflets, Scarecrow walk, EAGM and Xmas tree as well as sorting the office now extra cabinet has been put into the room.

For the Armistice centenary they are producing Tommy lights we have already paid for the light connection on the lamppost so to get the light would cost £75. Voted unanimously to pay for one. Action Hannah to arrange.

**Date of next meeting Tuesday 20<sup>th</sup> November 2018 at 6pm  
PLEASE NOTE THIS IS A WEEK LATER THAN NORMAL**

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