Minutes of a meeting on Wednesday 28th September.

Present: Harold (chair), Malcolm, Gill, Maria, Emily, Henry, Michelle, Elsie, MaryAnn, Bryony

1. Harold welcomed everyone to the meeting.

Flower and Produce show report: Oonagh Taylor

Oonagh presented a breakdown of the entries and her comments from the show:

The number of entrants and entries were down on previous years and so the entry fees did not cover the cost of the prizes. There was discussion about whether children’s classes should have the same prizes as adult classes because no entry fees are paid.

Overall, there was a profit of £119.20

More help is needed for the set-up and clear–up, particularly with lifting the wooden tables.

It was thought that rearranging the tables to give more room for handicrafts and less for flower arrangements would be better.

**Gill to arrange a card and gift for Oonagh.**

2. Resignation: Harold read out a letter from Viv, tendering her resignation. **Harold to arrange a card and gift for Viv**.

Elsie also stated that she would like to stand down at the next AGM.

3. Minutes: The minutes of the last quorate meeting were approved and signed.

4. Matters arising: All matters arising from the previous minutes were covered in the agenda.

5. CIO: Bryony explained the current position with regard to the incorporation of the charity. She, Harold and Malcolm attended a meeting with Hellen Aitken of ACT in August to begin the process or registering the new charity. This is now nearing completion with just a few outstanding items:

* The new constitution. There were a few questions about the new constitution, which was then accepted by the committee. This will now be registered with the Charities Commission. **Action Bryony**
* Due diligence needs to be carried out so that all organisations connected to the Hall can be informed about the change of charitable structure. **Action Elsie**
* The accounts for the last financial year need to be examined. Bryony will ask Julie Irving to do this. **Action Bryony/Elsie**
* A copy of the Title Deed needs to be obtained. Harold and Elsie to check whether we have this document. If not, Bryony will purchase a copy from the Land Registry. **Action Harold, Elsie, Bryony**
* A solicitor needs to transfer the title deed to the new charity. **Harold** will speak to Tony Cornish about this.

6. Events:

Queens’s Birthday Celebrations. This was a very successful event which made a slight profit of £58.01. This was boosted to £311.70 by an administrative error of £253.69 by BOC

Produce show (see above)

Fireworks night (detailed notes below)

Craft Fayre (detailed notes below)

7. Booking Secretary’s Report: Bryony circulated the latest booking report. MaryAnn confirmed that the youth club had now moved back to Burgh until after the February half term.

8. Treasurer’s Report: Elsie circulated the accounts for the first quarter and said that the second quarter accounts would be ready for Saturday. She explained that the expenditure was always high in the first quarter and that the £500 grant for the electrics would appear in the second quarter.

9. Maintenance: Harold said that the damaged swing support had now been repaired with a metal sleeve below ground and a plastic sleeve above. Malcolm explained that the next round of playground inspections would probably begin in October and would cost approximately £47.

The site of the pavilion was discussed and it was suggested that a layer of bricks could be removed and the site filled in with gravel or soil. **Harold, Malcolm and Henry will look at this**.

10. Malcolm told the meeting that the item about the proposed development of the tennis courts has appeared in the parish magazine but there has been no response.

He has spoken to the Planning Department who seem to be happy with the idea of the change of use.

Johnny Rook of Open Space has provided (FOC) a proposal for the development. He would be used as the supplier of seeds and plants. This plan has been shown to Mike Collins from Historic England, who is happy so far with the proposal, which requires no significant ground disturbance. A schedule of works has also been drawn up.

Roger Baxter has agreed to help with harrowing the site. Chris Bolton has agreed to help with sourcing and erecting the new fencing.

Friends of The Lake District and Cumbria Waste Management Environmental Trust are to be approached for funding.

11. Correspondence: None received

12. Vacancy for secretary : Bryony suggested that Albinas might be willing to undertake this role, but did not want to be a trustee. She proposed that the committee might accept “Associates” who could help with specific tasks, but who would not be trustees and therefore not have voting rights. This would also allow two members from the same household to attend committee meetings without contravening the constitution. This proposal was accepted.

13. AOCB: Bryony asked if the number required for a quorum could be reduced in view of the reduced number of trustees at the moment. This was agreed and a quorum will now be 5.

Elsie asked if we could hold another beetle drive. This was agreed and Friday 17th March was decided. Elsie will put this in the claiming dates in the Parish Magazine.

Michelle asked if these could be held on a monthly basis, perhaps with bingo or other games followed by a supper. Harold suggested that this idea should be carried forward.

Harold closed the meeting at 9:40pm

**Date of next meeting Wednesday 26th October at 7:30 pm**

**Bonfire Night Plan (Saturday 5th November):**

Henry and Harold to get fireworks 2-3 days beforehand. Spend approximately £500

Henry, Dave and Ian to arrange firework display and bonfire. The bonfire will be set further back.

New fencing and metal spikes are needed. **Action Malcolm**

Car parking:Malcolm

Entry: Harold to arrange. There will be no entry tickets. A clicker will be used to count spectators (maximum 200)

No sparklers are permitted. This will be put into the advertisement. **Action Bryony**

Insurance and Fire/ambulance/ police notification will be arranged by **Elsie**

First Aid: Harold to discuss with new neighbour.

There will not be a raffle

Set up time: 6pm Tables and a few chairs will be arranged around the perimeter of the room. Food will be served after the fireworks and will be set out near the stage ready to be picked up in the hall by spectators.

Catering: Supervisor MaryAnn

MaryAnn to buy potatoes, butter, juice, milk, polystyrene cups and bowls.

Baked potatoes (70 each) MaryAnn/Rona, Bryony, Kathleen (total 210). To be served in bowls.

Soup: All members to provide 4-5 litres of vegetable soup (total 160-200portions at 250ml). MaryAnn will bring pans to heat the soup.

**Craft Fair Plan (Saturday 12th November):**

Sign at Kirkandrews?

Set up: 8:30am Malcolm, Harold Bryony (Tables left out by WI on Friday evening) HOW MANY? Small tables for refreshments?

Stall holders arrive from 9am

Stalls: MaryAnn arranging. Harold to speak to Dorothy Hallsworth for suggestions.

Helpers available: MaryAnn, Michelle, Emily?, Rona?, Maria, Gill, Kathleen, Harold

Raffle?

Catering:

MaryAnn to buy rolls, butter, cream, jam, milk (juice, tea, coffee if necessary)

Morning: Scones- MaryAnn (50), Gill (50)

 Helpers:

Lunch: Soup &rolls- remainder from bonfire night +Michelle and Bryony if necessary

 Helpers:

Afternoon: Shortbread –Maria

Mince pies: -MaryAnn, Gill

Tray bakes/cakes –Emily, Bryony, Rona, Kathleen (two trays each, left uncut)

Helpers: