

**Notes of discussion on Monday 20<sup>th</sup> March 2017  
at The Old House Brackenfield at 10am**

**Present:** Stefan Priest, Cath Pilsbury, Martin Philips, Lynn Keeton, Mike Edwards, Christine Edwards,

**Apologies:** Nigel Rogers, Rebecca Naylor

**Minutes of the meeting on 20<sup>th</sup> February 2017:** Read and agreed

**Matters arising:**

**Constitution:** Following further detailed consideration, four amendments were agreed: To change “employees” to “subcontractors”; to change “rule breaking” to “acting outside the aims and objectives” and to change the months of the AGM to May/June. The costs of any Special General Meeting should be borne by those requesting it. **Christine** will make amendments as agreed and email to Stefan.

**Membership:** It was agreed that membership is open to all residents over 18. Registered members i.e. those supplying contact details, are bound by the constitution and can attend the AGM, stand for office and vote. **Christine** will make amendments to the form as discussed.

**Insurance:** It was agreed that we should seek a revised quote from Ladbroke's for the Charities and Community Group Policy from Markel for Public Liability, Employers' Liability and Trustee Indemnity, as previously discussed (the original quote having lapsed) and to purchase the policy starting in April, providing the cost does not exceed £200. **Action Christine**

**Party Planning:**

**Safety - First aid; Lost Children; Road safety; Risk assessment**

- The Red Cross are booked.
- Alfreton Fire Service have agreed to attend.
- Our local PCSO, Kate Hodnett, has agreed to attend.
- Mike has spoken to the Highways Dept about road safety and is awaiting a call from the Police. He has been advised that two road warning signs should be positioned to alert drivers that there may be pedestrians crossing the road from the green to the Hall.  
**Action Mike**
- The draft Lost Children Policy was agreed. This needs to be in a folder available to helpers at the event. In addition we will require a Log Book for Lost Person incidents, Accidents and Health and Safety checks. Also, briefing notes for helpers assisting with activities.
- A risk assessment and site plan will be required. **Mike and Stefan** will do a walk-round and start the risk assessment process, including a defined area for parking.

**Event Shelters:**

Martin has 2; Bex has 1 large one; Mike has 1; Anne Edgar has offered 2. These should be sufficient. It was suggested that fabric should be tied to guy ropes. **Lynn** will bring fabric.

## **Activities:**

It was agreed that we should compile a list of activities, requirements and people to assist. (See separate sheet). A number of people in the village and their friends, have expressed interest. In order to get more people involved in the event we agreed to hold a public meeting, preferably in the Church Hall. By then we should have a site plan and a clear idea of what help is required. **Christine** will ask Nigel if we can use the Hall on Monday 22 May at 7pm. Martin offered to bring logs and we agreed to serve drinks. Invitation to be included in the bulletin and by word of mouth.

**Raffle:** Lynn to organise

**Prizes:** Diamond Lodge in Ambleside have kindly donated a night in the Lake District. We can make a food hamper. We could ask the Plough for a prize. "Unwanted gifts" are also welcome.

**Tickets:** Ordinary cloakroom tickets to be used. Draw at the end of the afternoon.

**Refreshments:** It was agreed to provide drinks and snacks only for volunteers/service personnel in attendance. **Cath** will ask Hazel if she would be willing to bake a gâteau either for the volunteers or as a raffle prize.

**Badges:** Lynn will make badges ("Talk to me..") for organisers/helpers.

**Information Point:** Organisers will take turns at staffing the information area, which will double as a Lost Persons' re-uniting point. Buckets for donations.

## **Budget:**

A summary of income and projected expenditure was shared (see separate sheet). It is important to generate income towards future costs and events as the generous grants we have received this year are one-off payments.

## **Website:**

Martin demonstrated the website so far, which is very impressive. A dummy version is available to view at [www.brackenfield.org/manager](http://www.brackenfield.org/manager) (user name: demo password: temp123)

Martin has drafted a form for businesses, societies etc. to submit information. We discussed business involvement and partnership opportunities. Businesses may like to make a nominal contribution to help cover start-up costs. **Christine** will make amendments as discussed and circulate to the committee for distribution to local organisations and businesses who serve our community.

**Bulletin:** The draft was agreed with minor changes. **Christine** will prepare it for distribution at the start of April.

## **Next meeting:**

**Monday 24<sup>th</sup> April 2017** at 10am at Holly Cottage

