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Space @ Field Lane minutes 16.1.2018

	Discussion	Action
1. Apologies for absence	Christine, Mags, Derek , Catherine	
2. Notes from last meeting	None available	Carry over
3. Update on lottery	<p>We have been successful in our bid for £230,000 from Big Lottery! Relevant papers and documents will be sent to Mary within the next 2 weeks. We will be working with Jenny Dodson from the Leeds office.</p> <p>It is important that we continue with community engagement, especially with older people in the area.</p> <p>We need to revise the activity plan and to publicise the fact we have the funding. Ideas to be forwarded to the Facebook and to collect ideas through community engagement plan.</p> <p>Press release to be developed once we have official confirmation. Discussion that it would be good to have a large article in Brighouse Echo rather than lots in the Halifax Courier.</p> <p>We still need a proper building survey and cost estimate. Mary is meeting with the architect 17.01.18 and will arrange for this to happen.</p> <p>Further discussion about publicity- we need flyers, sidewinder and leaflets once the funding is secure.</p>	<p>Anne and Mags to meet Friday 19th.to develop new plan.</p> <p>All Publicity-wait for official confirmation then Mary to write a press release, run it past Mags and forward to Halifax Courier and Brighouse Echo</p> <p>Mary to meet architect and ask for this 17.01.18</p>
4. Lease amendments	<p>Mary is waiting for the documents from Big Lottery before further action on this.</p> <p>We have planning permission for the extension.</p>	

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5. Roof repairs	Mary has covered tables and chairs with plastic. Leak is not too drastic. Decision not to patch up but to wait until we have the whole roof repaired.	
6. Engagement and volunteers plan	Anne and Mags to meet this Friday 19.01.18 if Mags is feeling better.	
7. Finance report	Accounts will be updated early February. Double payment to Play Development Service has been sorted. There is some flexibility with Tudor Trust as long as they are kept informed and the total is not affected. May be possible to use some as revenue funding. Tudor are open to a further application in the future. Meeting with Rastrick Big Local (Danny Leech) 1 st .February 18.00hrs at Arncliffe Centre.	
8. Rotary	Mary was handed a cheque for £1,600 from Rotary for the Christmas collection and Tree of Light appeal. Decision to buy a thank you card and send it to Rotary on behalf of us all. Concert -there will be 2 events with bands and jazz music. Thursday 24 th .May-Brighthouse Sports and Social Club-volunteers needed to help with these events. Saturday 26 th .May at Rastrick Bowling Club from 3 onwards with local bands.	Alison agreed to do this and post to Brian Hulin. Anne to liaise with Tony Perriman. Volunteers needed to help with events.
9. Web site and social media	Aaron's company will continue to host the site but the domain will transfer to us with Catherine as domain holder. Aaron responded the day after the final deadline. We need to make sure that both the organization and the domain holder become one before we plan any big events or start to raise funds. Letter and email was sent to Aaron requesting the change of domain holder	
10. AOB	Brighthouse Gala-last Saturday in June. May have a stall here for awareness raising and possible funding. Not usually very positive way to raise money and need to be careful not to duplicate what is sold e.g. Tombola. We would need someone from trustees to be on planning group which may be time consuming but is possible. Local Giving – Mary has applied to be part of this. It will cost £96 which will be	Further discussion needed as to viability of this. Mary to apply.

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	returnable once we raise this amount. Agreed to go ahead with this but to look at Virgin which has a similar page which may be free	Rebecca to get more detail.
11. Date and time of next meetings	1 st .Feb – meeting with Danny Leech, Rastrick Big Local-6.00p.m. Arncliffe Centre. 27 th .February 5.30p.m. Policy meeting- Arncliffe Centre 6 th .March-Trustees meeting 5.30p.m. Arncliffe Centre.	