

Space @ Field Lane

Trustees Meeting 03.04.18

Minutes of Meeting

Item	Discussion	Action
1 . Present	Alison, Derek, Steve, Mags, Anne, Rebecca	
2. Apologies	Mary, Christine, Catherine	
3. Matters arising from previous minutes.	None outstanding	
4. Finance Report.	<p>Not much action at the moment approaching year end. We have approximately £15,000 in the current account as of 23.03.18.</p> <p>Petty cash account – Rebecca to speak to her manager about the best way to set this up for the future. Suggested a £50 imprest account. Strictly no receipt then no cash.</p> <p>Internet banking set up is still causing problems.</p>	Rebecca to speak to her manager and bring ideas to next meeting.
5. Funding update.	<p>RBL application is complete and has been submitted. Mary is updating the business plan for both Big Lottery and RBL.</p> <p>Garfield Weston has also been submitted for £48,000.</p> <p>Co-op funding is also going ahead for smaller amount of money from local fund.</p> <p>Tudor Trust has agreed that we can use their funding for Tender updates.</p> <p>Local Giving has been set up on web-site and facebook. No funding from this source as yet. Trustees to promote as widely as possible.</p>	<p>Business plan to be updated</p> <p>Trustees to promote.</p>
6. Building update	<p>Project Team Approval- Technical Design approval to go ahead was passed by all Trustees.</p> <p>Raised grate- we still need to find out if this is on school land or Space. Once this has been clarified we will know if we need to make this good.</p>	<p>Rebecca to inform Mary for go ahead.</p> <p>Mags checking with CAFM.</p>
7. Donors for equipment	To be considered when we have the full funding for the building, need a planned wish list for this.	
8. Policy meeting	This has been rescheduled for 10.04.18. Mags to send list and existing policies so all can read before the meeting. Rebecca has volunteered to update the Financial Policy.	<p>Mags to circulate existing policies.</p> <p>Rebecca to update Financial Policy.</p>

9. Engagement Plan	Not all Trustees have a copy of this. Mags to circulate. April activity – Anne to contact Field Lane School to visit x 2 with Derek, Steve. Family Fun Day in May will count as engagement activity for this month.	Anne to contact Field Lane Primary after Easter break
10. Volunteer Policy	Is in place as part of volunteer pack.	
11. Inventory	An inventory of all items in the centre to be completed, Anne has done inventory of equipment in kitchen and will transfer on to full inventory list. Items will need to be boxed up prior to work starting on centre. Suggested we store smaller items on racking in lower room. Rebecca will contact a client who has a storage business to see if they can help with boxes and or larger items. Tables and some chairs could be stored in lower room as well as not much work needed in that area. There are some items which may have some value that could probably be sold as agreed by Trustees. This needs to be an open and transparent action. Dates for volunteers/trustees to do a full inventory- 25 th April 10.30a.m. and 24 th April 5.00-7.00pm.	Anne Rebecca All Any volunteers/trustees available
12. Friends of Space	Anne has met with Jennifer Davies (volunteer) who is happy to set this up for us. Jennifer to research other models and come to a future meeting for a decision on the best way forward for our organisation. Mary will contact Jennifer for further discussion.	Jennifer to research models Mary to contact Jennifer
13. Young People's Fun Day 5 th May from 1.00-4.00pm.	This event will take place on the park between Arncliffe Centre and Space. Volunteers and Trustees needed from 12 to 5.00p.m. Sam has applied to CMBC and Together Housing for an event permit. This has been submitted in time. A spider diagram planned by the young people was shared with the meeting with updates as appropriate. We need Trustees/volunteers to show people round Space, run a cake stall, help set up and clear up after the event. Anne and Rebecca (Food Bank) to run treasure hunt. Tesco will provide prizes and 2 staff to help. Anne has sent a letter to Lucy at Tesco with this request as advised. Anne has written to volunteers to ask for help on the day. Steve to put update on the web site.	Trustees and volunteers Steve

	<p>Steve to produce 15 posters and 100 flyers for distribution in schools, shops etc. Steve will take photos on the day. Consent forms for children's' photos will be available.</p>	<p>Steve Consent forms needed</p>
14. AGM	<p>Date is Tuesday 8 May 2018. 5.30pm at Arncliffe Centre.</p> <p>Constitution –the Association model requires the organisation to have members and following discussion on the points raised about membership. It was agreed that local residents and or others who attend the AGM can sign up as members, it needs to be clear what it will mean to be a member e.g. voting as required etc., by the Trustees. An application form will need to be available for anyone interested, they can then vetted if required.</p> <p>No one needs to stand down as a Trustee at this is the first AGM, all Trustees names need to be presented to attendees and agreed by them, also request if there are any attendees who are interested in becoming a Trustee there names can be taken and followed up after meeting.</p> <p>Anne to contact volunteers to attend the AGM if possible. Steve to put notice of the AGM on the home page of the web-site.</p>	<p>Application form required</p> <p>Anne Steve</p>
15. Rotary Music Festival	<p>Tony to attend meeting on 17.04.18 to update on progress.</p>	
16. Changes to Data Protection. GDPR	<p>Mags is following up on changes and that she needs to inform groups she works with, an email and privacy statement will be sent out group members if they agree with information stored by her.</p> <p>Discussion was held on this and how it will affect us e.g. details held, privacy settings will be auditable. Anything confidential will need password protecting, e.g. the accounts being sent to members.</p>	<p>Mags</p>
17. Web-site	<p>Steve has been busy producing leaflets and has taken delivery of 2 pull up display's. Local Giving has gone live and is on each page of the web-site.</p>	

<p>18. Meeting with Young People's Service</p>	<p>Anne met with John Greenwood (Operations Manager YPS) Sam Roe and Fraser Watson from Lower Valley YPS.</p> <p>Owing to the closure of Brighthouse Youth Centre in July this year and potential massive cuts to the YPS budget no projects will be allowed to pay rent unless they had previously done so. This means the 2 youth work sessions planned will have to fundraise for the rental cost. Staffing will be available from YPS if young people can demonstrate their need.</p> <p>Gateway will move to Orangebox as this is a more central venue and, as the council now manage the centre, there will be no extra rental cost.</p> <p>Play Service provision will still be able to move to Space as they already pay rent for the Portacabin. This is conditional on YPS still managing Play Services as the whole service is under review.</p> <p>Fraser and Sam offered to consult with young people and their parent to evidence need in the area.</p>	
<p>Dates of Next Meetings</p>	<p>Tuesday 10th April 5.30pm Policy meeting Tuesday 17th April 5.30pm Family Fun Day and Rotary Tuesday 7th May 5.30pm AGM and Trustees meeting – with refreshments</p> <p>All the above at the Arncliffe Centre</p>	