

Space @ Field Lane Notes from Meeting held on Tuesday 6 March 2018

	Discussion	Action
Present	Derek, Mary, Christine, Anne, Alison, Steve, Tony Perryman Brighouse Rotary	
Apologies	Catherine, Rebecca	
1. Brighouse Music Festival	<p>Tony outlined the three events being held as part of the Music Festival and what help he would like from the group. The profit raised will be donated to the Space @ Field Lane Group.</p> <p>Thursday 24 May Brighouse Sports Club – Swing Night with Sundown Swing Saturday 26 May Rastrick Bowling Club – Ego States Band Saturday 26 May Rastrick Bowling Club – Roger Davis</p> <p>A Flyer has been put together for the events and they will be printed and distributed. Discussion on how and where tickets may be available, it was agreed to look at the local Coop and Tony as contacts.</p> <p>Group members to support all 3 events and Tony will confirm in due course.</p>	<p>Christine helping with design layout</p> <p>Alison to check with Coop</p> <p>Group members will help the door of venues, distributing flyers etc.</p>
2. Notes from last meeting	<p>Brighouse Gala – it was decided not to follow up with stall this year. Local Giving – group to register for gift aid, Rebecca will be in touch for members national insurance details to complete.</p> <p>Notes agreed</p>	
3. Finance	Balance as of 26 February is £17,768, no breakdown available of restricted funds and fund raising.	
4. Lottery / Funding Update	<p>Mary is following up with Barry Stephenson from Lottery about business plan and what needs to be done.</p> <ul style="list-style-type: none"> • JWA needs to elude to new business plan • Searches for property done by solicitor • Drainage survey completed, £600 incl. vat 	

Space @ Field Lane Notes from Meeting held on Tuesday 6 March 2018

	<ul style="list-style-type: none"> • QS working on cost estimate • Spoken with Tudor Trust about releasing approximately £25k to produce documents required • Meeting at the centre with a representative from Webster's Insurance to get a quote <p>RBL application is being completed and they require a business plan, the same plan to be used for both funders.</p> <p>A proposal for Garfield Weston is being drafted in case further funding is required following decision from RBL and review with Tudor Trust.</p>	
5. Lease	Steve Hoyle aware - JWA needs to elude to the new business plan	
6. Architect Update	<p>Mary and Christine met with Neil, David (QS), Ashley and considering going out to tender in September, it could be brought forward if funding in place.</p> <p>It was agreed to look at what local companies who may support the project, to look at items when cost estimate is available. Items could be floors, kitchen, new disabled toilet etc.</p>	Christine to highlight items that companies may support, so appropriate ones can be contacted.
7. Policies	<p>Meeting was cancelled due to weather, Mags sent out a list as starting point, others to be added : Equal Opportunities, ICT, Data Protection Reform (GDPR)</p> <p>There was discussion about how to work on producing them and it was agreed to set up small working group to progress.</p>	<p>Mags to send Voluntary Sector info on preparing for GDPR</p> <p>Anne, Alison, Mags to progress</p>
8. Engagement Plan	<p>Anne outlined the plan and activities noted from February to June and the proposal is to consider an engagement activity each month.</p> <p>Contact has been made with volunteers and 2 sessions have been held to help them complete a skills audit, forms have been sent to all by post.</p> <p>Older people's session at Arncliffe being carried out next Thursday, it was canceled due to weather.</p>	Agreed as way forward

