

Space @ Field Lane

Minutes of Trustees Meeting Tuesday 3 July 2018

Item	Discussion	Action
1 . Present	Mary, Christine, Alison, Steve, Anne, Mags	
2. Apologies	Catherine, Rebecca, Derek	
3. Previous minutes	<p>Minutes not available, the action points checked via website.</p> <ul style="list-style-type: none"> ▪ Visit to Bailiff Bridge not carried out yet. ▪ Friends of TLC info sent by Christine. ▪ Risk analysis is ongoing. ▪ Charities Commission changes not sent by Mags 	<p>Alison to follow up</p> <p>Anne</p> <p>Mags to send</p>
4. Business Plan	<p>Mary has made progress on the draft plan and will be talking with Lottery this week to check timescale for submitting.</p> <p>The income from bookings etc. is a key part of finance section of the plan and there was discussion around charge rates for each space, building, types of groups and length of hire etc.</p> <p>Risk Assessment – a couple of points still to include and will be available by end of next week.</p>	<p>Mary / Mags to follow up</p> <p>Anne</p>
5. Policies	<p>Some confusion over what policies had been discussed, agreed and who was doing what. A working group with Mags, Alison and Steve to progress, date to be agreed</p> <p>Mags to send updated list to all and send Steve V2 of policies for media, computer</p>	<p>Mags</p>
6. Architect / building grp Update	<p>Neil working on technical drawings to go out to tender</p> <p>Ashley starting M &E in 2 weeks</p> <p>Out to tender in September with possible opening early next year.</p>	

7. Howdens	Christine, Mary met with Howdens will give a kitchen worth £400 with approximate value of £1000, will be worked out with contractor appointed to pay.	
	Discussion around suggested colours for the windows, fascia's etc. – brown, green, grey, only visual with brown available, Christine will try to provide other versions.	Christine
	Letter sent to Rotary to thank them for donation.	
	Website update – Next meeting changed from 7/8/18 to 31/7/18	Steve