

Space@field Lane group

Minutes of meeting 5.6.18 5:30pm Arncliffe Centre

Apologies:

Rebecca, Anne, Steve

Present:

Mary, Mags, Alison, Catherine, Christine

Discussed	Action	By
Trustee roles: Derek- chair, Christine-vice chair Alison- community liaison, Steve – media, website and Friends liaison, Mary – fundraising coordinator, Rebecca- treasurer, Catherine- Secretary	Register Steve as Trustee	Mary
Visits- Alison has been trying to contact Bailiff Bridge community Centre- so far, she has struggled to make contact	Alison to visit Bailiff Bridge Centre to try to make contact	Alison
Friends group- feedback from meeting Steve had with Jennifer Davies. It was agreed that a: Friend will mean someone who wishes to have a connection or support our group but there is no expectation or responsibility for them to be involved in any way. They will pay a subscription or donation –annually or monthly. Monies raised this way will be for general funds and not ringfenced. Member will mean someone who has a responsibility to attend meetings. Friends can also be members or trustees as well if they choose. The launch date for this Friends group needs to be discussed further, in the future. Need a form to use for friends to complete Communication with Friends- by email to Friends Leader Pin badges were suggested as a way of letting Friends feel part of our group Newsletter –will be emailed out or posted if no email address, biannually Payment of donation/subscription- standing	Christine has a similar form and will send it out for	Christine

<p>order will be preferable</p> <p>Corporate Friends- can offer their logo to be displayed on our website</p> <p>Budget- this will need to be agreed but at a later date</p>	<p>trustees to look at and see what needs to be on it and how it could be laid out</p> <p>Christine to investigate Pin badge prices</p>	
<p>Music Festival total raised £225 -thanks to be sent to the Rotary Club and Tony Perryman</p>	<p>Catherine to send thank you letter</p>	
<p>Charity commission news</p> <p>Automatic disqualification needs clarifying</p> <p>Need a declaration re charities commission for next meeting</p>	<p>Mags to draft details on this and what actions we need to take if any</p> <p>Catherine to research and create declaration</p>	
<p>Business plan- next meeting 19th June 5;30pm</p> <p>Arncliffe Centre .Areas still needing work on are :</p> <p>Equal opps</p> <p>Risk analysis</p>	<p>Mags to email business plan out</p> <p>Catherine to look at Equal Opps</p> <p>Perhaps Anne could look at Risk Analysis, Catherine also to look at this</p>	
<p>Domain name and website</p> <p>Steve can apply to buy domain name on 27th June</p> <p>Website is held on Aaron's server –Steve feels this is currently not an issue</p>		
<p>AOB</p> <p>Policies</p> <p>Mags has produced a policies list which is formatted and includes approved/agreed date and review date</p> <p>Finance policy needs updating to cover online banking</p> <p>Safeguarding – needs looking at re GDPR</p> <p>Other policies needing review are:</p> <p>Confidentiality</p> <p>Computer</p> <p>Child photo consent</p> <p>Social media</p>	<p>Mags to look at GDPR implications</p> <p>Policies meeting is to be tagged onto business plan meeting on 19th to look at these identified policies</p>	