

Space @ Field Lane

Agenda of Trustees Meeting Tuesday 9 October 2018 at Arncliffe Centre 5.30pm

	Item		
1.	Present	Mags Mary Steve Christine Alison Anne Catherine Derek Catherine	
2.	Apologies	Rebecca	
3.	Previous minutes and matters arising	<p>5. CAFM and JWA – CAFM accept business plan, JWA does not need updating. Lottery- may need some improvements to satisfy them, R Muckle (solicitor) liaising regarding this with Council.</p> <p>Tenders- to be sent to 6 companies this week (9<sup>th</sup> October) as recommended by Neil – Trustees happy to accept his recommendations. Regarding use of local businesses Lottery advise us to seek advice from our technical team.</p> <p>9. awards evening attended by Mary -helps raise our profile</p> <p>14 insurance- quote from Twin trees significantly cheaper at £1213.56 so Steve has gone ahead with this. Wilbys have been contacted for a rebate which will take approx. 1 month and should be around (£6-700)</p> <p>13. packaging and storage- Rebecca was looking in to this</p>	Anne will email Rebecca for an update on packaging research

			Anne to email Steve Holye regarding use of the Vic for storage
4.	Community art work project	<p>Steve, Rebecca and Laura Booth met Rosie Pearsall to discuss this.</p> <p>Ideas were murals on to brick work at the front of the building.</p> <p>Prices were 13x8 foot for £369 one day's work. Discussion was had around waiting until the building was open to allow more community involvement in the creative process</p>	<p>Mags to put draft brief together with a view to sending this to 3 artists</p> <p>Catherine to contact Globe Arts to ask if they would be interested in considering the brief</p>
5.	Polices for review -Data protection	<p>Gift aid is to be added to policy on data collection</p> <p>Amendments were discussed and made to both policies</p> <p>Proposed- Anne Seconded- Alison.</p> <p>Data Protection and Privacy policy accepted</p>	<p>Next policies for review</p> <p>-hire policy</p> <p>hire agreement policy</p>
6.	Lottery update	<p>Business plan approved capital project plan approved</p> <p>Changing Places extra funding – sounds like it will be approved so far</p>	
7.	Finance update- if required	No update required	

8.	RBL update	<p>Amanda spoke to Christine to offer £75,00 up front as capital funding with a further £25,00 a year for 3 years and an engagement worker been based in Centre as part of their requirements</p> <p>Tudor Trust have agreed £75,00 core revenue funding but this could be used for capital if we commit to the ideal version of the building work as long as we replace this £75,00 from other funding.</p> <p>All agreed to accept RBLs offered proposal</p> <p>Bernard Sudley- first invoices need to be in or a firm contract signed to draw down the £10,00</p>	<p>Mary and Christine to discuss the finer details of the proposal with RBL</p> <p>Mary will contact and discuss what they will accept currently towards meeting the required criteria</p>
9.	Engagement week	<p><u>Engagement week</u> – see schedule of activities</p> <p>Community Wardens to deliver some of the 1000 leaflets on the Monday</p> <p>A4 posters designed by Steve but waiting for final RBL agreement before printing</p> <p>Large badges discussed to help identify volunteers, young people</p> <p>Questionnaire- amendments made in meeting</p>	<p>Anne to speak to volunteers regarding their involvement with this.</p> <p>Steve to research prices of badges for volunteers.</p>

		<p>Mary has ordered large flasks which will be used to serve hot drinks</p> <p>Clip boards needed, trestle table also</p> <p>Youth worker sessions – extra sessions not clearly identified yet. 20 hours extra have been paid for.</p>	<p>Mags to update questionnaire.</p> <p>Anne to source green clip boards Mags to source trestle table and put in Space ' in time to use</p> <p>Anne to speak to Youth Workers regarding dates of extra sessions</p>
10.	AOB	<p>Charity commission return needs to be completed</p> <p>Upholstery of furniture – we have been given some free fabric which conforms to domestic standard fire retardancy. We have been advised by fire service to use Crib 5 (commercial premises) standard</p> <p>After discussion and consideration, it was agreed to give the fabric back. Use of the domestic standard fabric may mean some specific user groups may not be able to use our Centre for insurance reasons and we wish to be fully inclusive.</p>	<p>Mary to speak to Rebecca regarding this</p> <p>Steve is to explore other fabrics and is meeting a Vocational Team who specialize in reupholstery on Thursday</p> <p>Steve will also consult the insurance policy for guidance on fire retardant materials</p>

		We are in Tesco's blue counters vote for November /December to receive money if we receive enough blue counter votes	recommendations and requirements
	Next meeting	6 <sup>th</sup> November 5;30pm	