

**Meeting date:** Tuesday 5 December 2017

**Present:** Mary, Anne, Steve T, Catherine (arrived 5;45pm) Brian Hewlin (arrived 6pm), Christine, Alison, Rebecca, Mags, Brian Hulin- Rotary, Steve Hoyle, Sian Rogers CMBC

**Apologies:** Derek

Discussed	Actions
Christine welcomed all and apologies were noted.	Previous Notes agreed.
<p><b>Volunteer Update</b> Anne has contacted all the volunteers to update on activities and find out if anyone was available for the Tree of Light on Sun 3 December. Skills audit needs to be carried out to match volunteers to tasks, opportunities and to have them involved.</p> <p>There was discussion about the items in the centre which may have some value and how they could be sold e.g. Ebay, gumtree etc. and if volunteers may want to take on this task.</p>	Anne and Mags to put an Engagement and Volunteer plan together.
<p><b>Community Anchors</b> Mary outlined Sophie's analysis of the group's stage of development in being a Community Anchor organisation. The rag ratings given on the five criteria are 2 Green – doing this well already and 3 Amber – doing some, but need to do more. There was discussion about value and benefits at this time, whether it was the right the time and information is needed about what the process is to progress. It was noted that the networking aspect of being involved is useful.</p>	It was agreed to consider at a later date possibly when the centre is operational.
<p><b>Lease</b> Following the Lottery visit there was a request that the lease needed to be amended to include that it could be assignable to another organisation and a Deed of Dedication would be required.</p> <p>Steve H they are fine with meeting the request now he has spoken to Barry at Lottery. A letter to be sent and Ian Hughes at legal services will sign for the Lottery. Deed of Variation is a template is provided by Lottery and includes the period of the lease. These need to be cross referenced with Dissolution in Constitution.</p> <p><b>JWA</b> Sian said that 2 meetings per year will be held to consider progress on meeting schedule 4 outcomes, accounts etc. The council are here to help in whatever way it can, ongoing support from Mags, other contacts etc.</p>	<p>Mary to send letter and words for assignable to Steve.</p> <p>Steve H to sort out letter with Ian Hughes</p> <p>Notice to be sent to Steve H re planning application.</p> <p>First meeting to be Tuesday 5 June 2018, Sian and Mags to get together to update.</p>
<p><b>Architects plan</b> Newly altered plans were displayed and explained by Mary Following this planning permission has now been sent to the Council for approval. Expected decision is in January</p>	

<p>Steve Hoyle asked if we have served notice on the land owner regarding the planning notice</p>	<p>Neil, architect is doing this</p>
<p>Funding  The Lottery decision is expected on 10/11<sup>th</sup> January. Following this a business plan will need to be developed in order to release money if we are successful  Sian mentioned other areas of funding – funding for access, community foundation and community energy  Sian and Steve H pledged support to promote the lottery bid when we have a decision in January  Awards for All  Anne says following her meeting with Paul Prest she is happy we will not be duplicating his criteria so feels we can now look at applying for this funding  She will continue to work on the application based on Community Engagement</p>	<p>Sian will look at funding for Access for us ,also she will pass on a contact she has regarding community energy supply to Mary</p> <p>Anne to go ahead with the Awards for All application</p>
<p>Roof leak  Tudor Trust has agreed that this can be paid for from their funding  Neil is now on with the roof drawing</p>	
<p>Utilities  Mary confirmed these will all need moving, as previously discussed</p>	
<p>Lottery visit feedback  Areas for further development  - more targeted community engagement with older/retired residents in the area  - a broader plan of activities for engagement to cover all age groups and needs of the community is needed  Brian suggested a blood pressure event- as Rotary had done this before in Brighouse and the uptake was very good for the older residents  Mags brought a potential groups and activities sheet she had already created</p>	<p>Alison said her sister Jane would be happy to help with this</p> <p>Mags and Anne to create a plan and use volunteers to support this</p>
<p>Finance report  Mary commented we are currently forecast to make a loss in near future  Rebecca informed us that Play Services lost their cheque so it was reissued- they then banked it twice</p>	<p>Rebecca is working on an update which will be clearer and therefore more accurate  Mags is to speak to Mo at the council to chase up the repayment back to Space @ to ensure the overpayment is sorted out</p>
<p>Rotary  -Tree of light  Lighting event went well  There will be bucket collections during their bag pack sessions in Tesco's and Sainsbury's  Purchase of pull up signs was discussed – to be discussed further at next meeting  Brian offered us the opportunity to raise our profile by handing out postcards or similar  -Music concert  Provisionally planned in May at Brighouse sports Centre</p>	<p>Steve T took photos from Tree of light event and will put these on Facebook</p> <p>Christine is to write a short sentence and send to Catherine who will print and attach to 200 book marks/postcards for handing out at the supermarkets during the bag pack sessions</p>

<p>Website and social media  Steve T expressed concerns that Aarons is difficult to communicate with  He owns the domain names through his company which is due for renewal in June and October  We feel with funding moving forwards we need to have ownership of these in future as  Steve T asked for feedback on the Facebook page of Space @ group  Twitter- Steve T is following The Brighthouse Echo etc but needs other to follow us</p>	<p>Steve T will let Aaron know we have been advised we should have ownership of our domains now  Then Catherine to write/email formally to him to inform him of our advise to own our domain names</p>																								
<p>Meeting schedule and AGM dates were agreed</p>																									
<p>Next meeting - schedule for 2018 :</p> <table data-bbox="92 533 571 958"> <tr><td>Jan 16</td><td>Trustees meeting</td></tr> <tr><td>Feb 27</td><td>Policy meeting</td></tr> <tr><td>March 6</td><td>Trustees meeting</td></tr> <tr><td>April 3</td><td>Trustees meeting</td></tr> <tr><td>May 8</td><td>AGM</td></tr> <tr><td>June 5</td><td>JWA /Trustees meeting</td></tr> <tr><td>July 3</td><td>Trustees meeting</td></tr> <tr><td>Aug 7</td><td>Trustees meeting</td></tr> <tr><td>Sept 4</td><td>Trustees meeting</td></tr> <tr><td>Oct 9</td><td>Trustees meeting</td></tr> <tr><td>Nov 6</td><td>Trustees meeting</td></tr> <tr><td>Dec 4</td><td>Trustees meeting</td></tr> </table>	Jan 16	Trustees meeting	Feb 27	Policy meeting	March 6	Trustees meeting	April 3	Trustees meeting	May 8	AGM	June 5	JWA /Trustees meeting	July 3	Trustees meeting	Aug 7	Trustees meeting	Sept 4	Trustees meeting	Oct 9	Trustees meeting	Nov 6	Trustees meeting	Dec 4	Trustees meeting	
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