Notes of a planning meeting re: Street Fair charity status held at The White House on Monday 23rd February 2015 at 7:30 p.m.

Present: David French (DF), Nigel Hodder (NH), Brian Isherwood (BI), Freddy Robinson (FR)

Apology: Susan Woodhouse (SW)

		Actio
1.	Minutes of meeting held on 19 th January 2015 The minutes were agreed as a true record.	
2.	Matters Arising Insurance - NH & FR updated the meeting on their recent insurance discussion with Philip Maunder, an insurance broker who specialises in charity insurance.	
	It was explained that although the Street Fair does not pay its volunteer helpers, it does issue instructions and that if a volunteer got injured while carrying out a task on behalf of the Fair, a lawyer may advise them to seek compensation. On that basis it would be wise to include Employer Liability cover in any policy.	
	A revised quote was received from Ansvar for £620.91 for an annual policy to include Public Liability at £5m; Employer Liability at £10m; Trustee Indemnity Cover at £250k and Legal expenses to £100k.	
	Advice also given by Philip was to try and ensure that as many stallholders and entertainers had their own Public Liability insurance in place as our insurer would inevitably seek to recover any claim from another party if they were the cause of a claim. For catering services we should insist on Hygiene Certificates and "allergy" notices.	
	NFU declined to provide an alternative quote under the same levels of cover as Ansvar. NH has asked another broker to provide a quote and will forward once received.	NH
	Bank Account & Year End – FR confirmed the year end will be the last day of February and she plans to see the current Street Fair out using existing bank account prior to transferring any balance to a new "Trust" account.	
	<u>Logo</u> – NH advised he was waiting to hear from Rowan. {Post meeting note – new logo has been circulated by NH who has thanked Rowan for his efforts}.	

3.	Correspondence Dave Morley has tendered his resignation from the trustees on the grounds that when he took on the Organising Chair role he had not envisaged this additional time consuming responsibility. It was noted that under the constitution the Organising Committee can offer another committee member as an ex-officio trustee. DF will write to Dave accepting his resignation and wishing him well in putting together a successful Street Fair. A preview of an Open Letter to be published in the March edition of The Bulletin has been received from David Duncombe-Anderson. It is signed by 23 people but noted at the meeting that one of the signatories no longer resides in nor owns property in the village. It was also noted that only three of the signatories attended the village meeting on 4 th November.	DF
	The gist of the letter is that too many of the existing trustees have conflicts of interest. It was agreed we would not respond in The Bulletin but respond directly by email. NH will draft a response and circulate prior to issue.	NH
4.	Adoption of CIO Constitution Unable to adopt as we did not have a quorum of trustees at the meeting. This highlights the need for more trustees. NH will attach latest version of constitution to these notes.	NH
5.	Registration with Charity Commission BI & NH updated the meeting on progress to date in completing the registration application (updated copy attached). It was noted that questions are quite repetitive and attempts have been made to provide answers that overall reflect how we meet our purpose and provide public benefit.	
	FR to provide NH with sort code and account number for existing Street Fair bank account.	FR
	Contact details and date of birth are required as part of the registration process. NH will contact SW for her D.O.B.	NH
	DF thanked NH & BI for the work they had done to date in preparing the registration document.	
6.	Trustee Declarations	
	Trustees will be expected to sign both the constitution and a specific declaration form as part of Charity Commission registration	

7. Any Other Business

<u>Letter of thanks to outgoing trustees</u> – item to be carried forward

<u>Village Meeting</u> – a meeting will be called after the submission has been made to the Charity Commission.

<u>Trustee vs. Organising Committee roles</u> – DF has drafted a document in an attempt to define who does what (attached for comment / amendment / enhancement)

<u>PA System</u> – BI sought clarification re: possible purchase of a PA system if we can find anyone to hire. Previous hirers (Army) no longer interested but will help us put a specification together if we have to purchase. Estimated payback period is 2 Street Fairs. It was felt this would be a matter for Trustees to sign off rather than the Organising Committee.

FR reported that a cheque had been put through her letterbox for £500 from Langham Industries (John Langham). NH advised that this would be a donation that had been ongoing for many Street Fairs. It will have come via Michael McAvoy.

The meeting closed at 9:45 p.m.

The next meeting will be held on 16th March at 7:30 p.m. in "Milton Lake" - DF's house. This can be found on LHS after The Maltings. If you get to the Pond Head bend you have missed it!