

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)

		Action
1.	<p>Minutes of meeting held on 19th January 2015 The minutes were agreed as a true record.</p>	
2.	<p>Matters Arising</p> <p><u>Insurance</u> - NH & FR updated the meeting on their recent insurance discussion with Philip Maunder, an insurance broker who specialises in charity insurance.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p><u>Bank Account & Year End</u> – 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.</p> <p><u>Logo</u> – NH advised he was waiting to hear from Rowan. <i>{Post meeting note – new logo has been circulated by NH who has thanked Rowan for his efforts}.</i></p> <p>Correspondence from Jason Tree – no further update.</p>	NH

7. **Any Other Business**

Letter of thanks to outgoing trustees – item to be carried forward

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

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

PA System – 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!