

Notes of a planning meeting re: Street Fair charity status held at Milton Lake on Thursday 23rd April 2015 at 7:30 p.m.

Present: David French - Chair (DF), Nigel Hodder (NH), Brian Isherwood (BI), Freddy Robinson (FR),
Chris Skinner (CS), Susan Woodhouse (SW)

Apology: Suzy Mercer (SM)

		Action
1.	Minutes of meeting held on 26th March 2015 The minutes as amended by FR were agreed as a true record.	
2.	Matters Arising <u>Insurance</u> - NH proposed that now we are a charity the time is right to obtain an annual policy from Philip Maunder (Summers & Co.) but suggested that it would also be prudent to obtain an Event Insurance quote from NFU in order that meaningful comparisons could be given if requested. <u>Letter to Dave Morley re: acceptance of resignation</u> – DF read out the letter that he had sent to Dave Morley. <u>Ex-officio Trustee</u> – NH was asked to invite the Organising Committee to nominate another Trustee as per the requirement in the Constitution.	NH NH
3.	New Trustees NH advised that he had received a completed nomination from Suzy Mercer who lives in The Maltings. Suzy was proposed by SW. She is currently on holiday but on her return NH will introduce himself and invite her to the next meeting. It was agreed that BI should invite John Widdowson from Cheselbourne to join as a Trustee as he has been involved in the 3 Churches Fetes for a number of years and could provide a valuable “external” contribution.	NH BI
4.	Bulletin Article The article was finally agreed and is attached. <i>{Post meeting note: FR highlighted an omitted amendment but this was received by Peter Chafer too late for publication}</i>	
5.	Open Meetings It was agreed that we should enter into a dialogue at the village meeting to sound out views on this subject. Nevertheless, we should be prepared to provide guidance at that meeting.	
6.	Trustee Declarations / Conflicts of Interest SW circulated a draft policy for consideration and a proposed declaration form to be signed once by each Trustee with any changes notified prior to each meeting. The signed declarations should be fully reviewed on an annual basis.	

7.	<p>Village Website</p> <p>It is important that we utilise the facility the village website provides. NH will discuss with the Webmaster how a “Trust” page can be set up and accessed as part of the Street Fair suite of pages.</p> <p>We need to check Charity Commission protocol prior to posting minutes of meetings on the website but, in principle, the Trustees agreed we should seek to do so.</p>	<p>NH</p> <p>NH</p>
8.	<p>Transition</p> <p>It was agreed that NH will initially email Michael McAvoy to encourage a meeting with DF & NH to agree a smooth transition between the former and present trustees. This should be done prior to publication of the May issue of The Bulletin and a copy of the article to appear will be attached to the email.</p>	<p>NH</p>
9.	<p>Any Other Business</p> <p><u>Entry Tickets</u> – a discussion whether or not we would be able to seek Gift Aid via the entry tickets resulted in FR offering to speak to HMR&C.</p> <p>A range of options were considered to enable the printing to be delayed as long as possible while meeting the timelines for the issuing of complimentary tickets to residents, entertainers and stallholders - it was recognised this is now becoming an urgent matter.</p> <p><i>{Post meeting note: FR has received confirmation from HMR&C that it is not necessary to include a registered Charity Number on Gift Aid slips so there is no reason not to print tickets with the Gift Aid declaration included and that provided we eventually get a registered number we can seek recovery retrospectively}</i></p> <p>Agreed NH should email Chair of Organising Committee with Trustees’ response on Entry pass decision, i.e. 2 passes per household with request for additional passes through BI.</p> <p><u>Village Meeting</u> – we should focus on possible Q&As prior to our next meeting. It would be helpful if everybody gave this some thought prior to the next Trustee meeting.</p> <p>DF/NH will prepare a “PowerPoint” presentation for use at the village meeting and have an outline available for the next Trustee meeting.</p> <p><u>Community Fund</u> – it is anticipated this topic will be raised on 16th June. Our position is that we will honour all commitments made public by the outgoing trustees and that if there is a call by the members to withdraw funding from the Community Fund it would be suggested that this would require a review of the funding commitments for all beneficiaries.</p> <p>The meeting closed at 9:40 p.m.</p> <p>The next meeting will be held on 4th June at 7:30 p.m. at “The White House”</p>	<p>FR</p> <p>ALL</p> <p>DF/NH</p>