

Notes of a Milton Abbas Street Fair Trust meeting held at 1 Athelstan Way on Thursday 11th June 2015 at 7:30 p.m.

Present: David French - Chair (DF), Nigel Hodder (NH), Suzy Mercer (SM), Freddy Robinson (FR),
Chris Skinner (CS),

Apologies: Brian Isherwood (BI), John Widdowson (JW), Susan Woodhouse (SW)

		Action
1.	<p>New Trustee DF welcomed Suzy Mercer to her first Trustee meeting and introductions were made. John Widdowson was unable to make the meeting due to a prior commitment.</p>	
2.	<p>Minutes of meeting held on 23rd April 2015 The minutes as amended by FR were agreed and signed as a true record.</p>	
3.	<p>Matters Arising <u>Insurance</u> - NH advised that we now have an annual policy in place with Ansvar at a cost of £620.91. It provides Public Liability cover to £5m; Employer Liability cover to £10m; Trustee Indemnity cover to £250K and Legal Expenses cover to £100K. An Event insurance quote was sought via NFU with comparable levels of cover (except Trustee Indemnity) at a resulting premium of £595.60. <u>Ex-officio Trustee</u> – as FR and BI are both members of the Organising Committee, no further trustees will be proposed for the 2015 Street Fair. <u>Village Communication</u> – it was agreed that Minutes once agreed by Trustees would be placed on the village website once registration had been achieved.</p>	
4.	<p>Transition from former Trustees DF reported that he and NH had met with Michael McAvoy who has agreed to provide a list of this year’s proposed beneficiary allocations and other documentation relating to their approach to scoring beneficiary bids.</p>	
5.	<p>Village Meeting DF went through his draft presentation to be used on 16th June. It was DF’s intention to play a positive role singing the praises of the Street Fair and what had been achieved financially in the past. FR was keen to make the point that when she took over the Street Fair Treasurer role it did not include accounts relating to the Community Fund. Actions resulting from the discussion: SM to ring Charity Commission to determine their view on whether or not we are a charity at this stage. NH would have Trustee Nomination Forms available on the night.</p>	<p>SM</p> <p>NH</p>

	FR produced a sheet of potential questions that may be asked on the night and suitable answers were considered. The Questions are attached to the Minutes.	
6.	<p>Charity Commission Questions</p> <p>Following receipt of the questions raised by the Charity Commission, the following actions are necessary: NH to provide a copy of the beneficiary bid application forms DF to provide a copy of the 2004 operating framework FR/SM agreed to update bid forms, review the criteria and create scoring sheets On completion, NH will respond to the Charity Commission.</p>	<p>NH DF FR/SM NH</p>
7.	<p>Any Other Business</p> <p><u>Milborne Sports Club</u> – FR raised the issue of how we should treat payment to MSC as they had not been asked to bid but have subsequently offered support on the day. The options were to consider a bid as part of the second tranche (assuming we made a sufficient surplus to warrant it) or to make a suitable payment as an operational cost. The latter was preferred provided we created a suitable contract relating to the level of reward in relation to the level of resource and effort provided by them.</p> <p>The meeting closed at 10:00 p.m.</p> <p>The next meeting will be held on 14th July at 7:30 p.m. at “The White House”, Catherines Well.</p>	<p>FR</p>