

Notes of a Milton Abbas Street Fair Trust meeting held at The White House on Tuesday 14th July 2015 at 7:30 p.m.

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

Apology: John Widdowson (JW)

		Action
1. Apologies for Absence	Belated apology received from JW whose father in law has been seriously ill and recently died.	
2. Minutes of meeting held on 11th June 2015	The minutes were agreed and signed as a true record.	
3. Matters Arising	<p>(FR arrived at 7.36pm)</p> <p><u>Charity Status</u> – DF offered his personal thanks to those Trustees who contributed in the answering of a number of key Charity Commission questions, answers to which have enabled us to achieve Charity status (registered number 1162394).</p> <p><u>MSA Sport Club</u> – FR sought agreement that the Organising Committee could pay an operational payment of £500 for provision of resources for car parking. This figure would be subject to the agreed number of people turning up on the day. Fewer people would result in a pro rata figure. Agreed by all. MSA Sports Club to be advised.</p> <p><u>Village Communication</u> re: Charitable status – Following discussion, the Trustees agreed that the August issue of the Bulletin should contain a brief announcement of the fact we have charitable status and publicly thank the Organising Committee for their efforts, but that the focus should be on the Street Fair itself. The planned “meet the trustees” insert will be delayed to the September issue.</p>	<p>FR</p> <p>NH</p>
4. Conflicts of Interest Policy	<p>A draft policy document for Conflicts of Interest management was adopted by the Trustees. It was felt that it could be “personalised” to reflect the relationship with beneficiaries, but such amendments could be carried out at a later date.</p> <p>A blank “declaration of interests” form will be issued (attached) and all are requested to complete, sign and return to NH at the next scheduled Trustee meeting. Thereafter, any additional conflicts that may arise must be declared at each meeting.</p>	<p>NH</p> <p>ALL</p>
5. Beneficiary Bid / Scoring Documentation	<p>The latest version of the bid application form (that was sent to the CC) was discussed and it was agreed that a line should be added to enable the beneficiary group to advise the total cost of a project in addition to the amount of money being requested.</p> <p>Grant “scoring” sheets will include two simple “gateway” questions which if passed allow a beneficiary to be scored.</p> <ul style="list-style-type: none"> • Do they pass the “public benefit” test? • Is the use of funds compliant with MASFT’s stated objective? 	

	<p>Other factors to be scored on a 1 to 5 where 1 is low and 5 is high are</p> <ul style="list-style-type: none"> • The organisation’s requirement for funding • Their contribution to the Street Fair • The sustainability and viability of their bid • The impact and effectiveness of the amount on the project <p>SM to amend the forms.</p> <p>It is understood that this year’s application forms are with Dave Morley. FR will obtain some (around 10?). DF offered to scan them for issue to Trustees prior to the next meeting. All Trustees are asked to score the bids, using the form to enable a view to be taken at the next meeting as to the correct weighting of each of the 4 category scores above.</p>	<p>SM</p> <p>FR</p> <p>DF</p>
	<p>6. Village Meeting – feedback and review</p> <p>There was no direct feedback from villagers following the meeting.</p> <p>The one key question raised at the meeting was the “openness” of Trustee meetings. A healthy debate proved to be inconclusive with a wide variety of views on how we can demonstrate openness and transparency of fund allocation to beneficiary bids.</p>	
	<p>7. Street Fair – update</p> <p>BI advised a few concerns and vulnerabilities:</p> <ul style="list-style-type: none"> • Local farmers – there is a heavy reliance on them to prepare and provide fields for car parking and to tow vehicles if they become stuck due to heavy rain. He suggested we may wish to consider inviting them to become Trustees • Car parking - we have lost a car park this year at the top of the Street to which the Police have expressed some concern (their main motivation is to keep traffic flowing and the highways clear). A diversion will become necessary from Winterborne Whitechurch back to Milborne St Andrew if Car Park 4 becomes full • St John’s Ambulance – this organisation has only provided four first aiders with no ambulance (or paramedics) due to lack of volunteers. While this will reduce cost it will result in visitors requiring an ambulance to wait longer placing further pressure on the doctor and nurse from Milton Abbas surgery in attendance. BI assured the Trustees that for the anticipated number of visitors the medical resource being provided met all legal Health & Safety requirements. 	
	<p>8. Financial Liability</p> <p>There has been discussion at the Organising Committee regarding our financial liability if the Street Fair had to be cancelled immediately prior to or on the day of the Fair itself. Cost of Insurance for this scenario is prohibitive. FR stated that a likely cost in the order of £20K was anticipated although some of this could be mitigated. Going forward, a review of stallholder, entertainer and service provider contracts was essential and where possible sale or return should be sought on foodstuff items.</p>	
	<p>9. Next steps</p> <p>It was agreed that key next steps are:</p>	

	<ul style="list-style-type: none">• Test the scoring mechanism• Develop an Operating Framework (CS has bullet pointed what he believes to be important – see attached)• Maintain communication momentum via the Bulletin leading to the Village handover meeting in November	
10.	Any Other Business There was no further business so the meeting closed at 9:45 p.m. The next meeting will be held on 17th September at 7:30 p.m. at “Milton Lake”	