

Notes of a Milton Abbas Street Fair Trust meeting held at The White House on Tuesday 4th November 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), John Widdowson (JW), Susan Woodhouse (SW)

		Action
1. Apologies for Absence	None – all present	
2. Minutes of meeting held on 17th September 2015	The minutes as amended by FR were agreed unanimously by those who attended and signed as a true record.	
3. Matters Arising	<p><u>Hilton PCC</u> – FR has received an email from Charles Hunter of Hilton PCC thanking but also advising that they were disappointed to only have received £500 for managing the gates and Gift Aid. There was general sympathy with Charles’ views particularly as they had only originally offered to manage the entry gates and the Gift Aid request was made much nearer to the event date.</p> <p>NH advised that this was as a consequence of the downgrading of beneficiary bids by the previous trustees by approximately one third to all beneficiaries. This had been normal practice when the value of bids exceeded £20K. It would set a dangerous precedent to unilaterally agree a further grant at this stage. FR will respond accordingly.</p> <p><u>Police Benevolent Fund</u> – NH has received a letter with our cheque returned advising the Fund was now closed but that if we wished to support the Dorset Police Welfare Fund contact details were provided. NH proposed that the original £200 should be paid to the new Fund and it was agreed unanimously. FR provided new cheque for NH to send.</p> <p><u>Future Grants</u> – DF has had a brief discussion with Michael McAvoy regarding the issuing of any future grants to beneficiaries making him aware we were currently reviewing potential liability in the event of cancellation of a future Street Fair.</p> <p><u>Storage Shed</u> – discussions have taken place with the Sports Club and The Hambro about possible new sites following removal of the shed currently on Tregonwell Almshouse Trust property. Each option had advantages and disadvantages and further discussions will take place with both and with the Organising Committee in order to determine best overall option.</p>	<p>FR</p> <p>NH</p> <p>DF/ NH</p>
4. Conflicts of Interest	All signed conflict of interest statements have been received by NH. There were no additional interests declared in relation to current meeting agenda items.	

<p>5. Financial Review</p>	<p>FR confirmed that the bank balance will be c. £8300 once all cheques issued have been presented, but that this figure was likely to reduce to c. £8K with a few outstanding items to be concluded.</p> <p>An assessment of likely costs to be incurred in the event of a last minute cancellation of a Street Fair resulted in a potential liability of £12K. NH confirmed this was broadly in line with estimates that he had made for previous Fairs when the same subject has come up.</p> <p>It is anticipated the Stallholder income of c. £8K plus advance Raffle sales of c. £1K plus an initial working capital of £3K would cover this but contracts with stallholders, entertainers and other suppliers would need to be tightened up.</p> <p>This will result in a surplus of c. £5K so discussion took place as to what should be done with these funds. In conclusion, it was felt this was too small an amount to provide further top ups to existing beneficiary payments. The Trustees therefore agreed that beneficiaries would be given the opportunity to bid for a grant to support any specific community based project they may have for consideration by the Trustees.</p> <p>The window for submitting project bids will be 1st January to 15th February 2016 to be initially announced at Village Meeting and then placed in Bulletin for December issue.</p> <p>It was agreed that trustees would use our revised bid application and scoring forms to manage this phase.</p> <p>It is anticipated that £2500 will be received as Gift Aid, and this will be retained as a buffer for any unforeseen future demands.</p>	
<p>6. Village Meeting – 24 November</p>	<p>NH confirmed the Reading Room is booked for the 24th November with a meeting start time set at 7:30 p.m.</p> <p>The agenda should be kept brief and it is proposed there would be 3 agenda items:</p> <ol style="list-style-type: none"> 1. Organising Committee feedback on 2015 Fair operations and obtain feedback from attendees 2. FR provide financial report plus brief report on review re: liabilities 3. DF will announce 2017 Fair and advise there are a number of committee vacancies to be filled <p>DF will chair the meeting if Org. Comm. Chair still vacant. DF/NH will attend Org. Comm. Meeting on 16th November.</p>	
<p>7. Operational Framework</p>	<p>It was agreed that the key elements to the Operational Framework are the bid and scoring mechanisms.</p> <p>Two versions of the bid Application Form have been submitted – one by FR/SM and another by SW. It was felt the best course of action is for all three to meet and finalise a single set of documents taking the best elements of each version. These will then be circulated and agreed by all Trustees using email, ready for use by 1 January 2016.</p>	<p>SW/ FR/ SM</p>

	The original framework plan circulated by CS can then be developed.	
8. Date of AGM	W/c 21 st March has been suggested for the AGM to be held in the Reading Room. NH to establish availability. <i>{Post meeting note: meeting date set for 23rd March 2016}</i>	NH
9. A.O.B.	It was noted that “thank you” responses had been received from the following beneficiaries following the issuing of grant awards: The Bulletin & What’s On; Hilton PCC; Matchpatch; MA Local History Group; MA Reading Room; MA Sports Club; Middleton Players; Tregonwell Almshouse Trust; RDA.	
10. Date of next Trustee meeting	The next meeting will be held on 29th February 2016 at Freddy’s.	