

**Notes of a Milton Abbas Street Fair Trust meeting held at 3 Athelstan Way on Monday 29<sup>th</sup> February 2016 at 7:30 p.m.**

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

Apologies: Brian Isherwood (BI), John Widdowson (JW)

		<b>Action</b>
<b>1. Apologies for Absence</b>	Apologies were received from Brian Isherwood and John Widdowson who are both abroad at present.	
<b>2. Minutes of meeting held on 4<sup>th</sup> November 2015</b>	The minutes were agreed unanimously by those who attended and signed as a true record. CS arrived at 7:40 p.m.	
<b>3. Matters Arising</b>	<p><u>Hilton PCC</u> – FR and NH have both sent responses to Charles Hunter and understand there would be a discussion within Hilton PCC regarding future commitments.</p> <p><u>Dorset Police Welfare Fund</u> – FR has issued a replacement cheque for £200 to the Police which has been cashed.</p> <p><u>Storage Shed</u> – concern expressed over recent burglary on Sports Field. Agreed to pursue the Hambro Arms option on the shelf above the hard standing area next to the pub. NH to put together a simple project plan and attempt to put a team together with a view to moving the shed around June/July. DF to liaise with Almshouse Trust to ensure they are happy with this plan.</p>	<p><b>NH</b></p> <p><b>DF</b></p>
<b>4. Conflicts of Interest</b>	<p>All Trustees conflicts of interest were noted in respect of scoring the recently received fund bids.</p> <p>As Robert Kelso has recently resigned from the Parish Council, CS will sign a revised conflict of interest statement with that particular conflict removed.</p>	<b>CS</b>

	<p><b>5. Beneficiary Bids</b> Detailed conflicts re: Item 5 of this agenda are as follows:</p> <p>Nigel Hodder – Milton Abbas Reading Rooms Brian Isherwood – MA Local History Group and MATCH Chris Skinner – Bulletin / What’s On Susan Woodhouse - Abbey Swimming Club</p> <p>The abovementioned Trustees did not score the bids received from the relevant beneficiary organisations.</p> <p>All Trustees have presented their score to NH who produced a spreadsheet summary. It was agreed that generating an average score for each organisation based on its total score divided by the number of Trustees who scored the bid was a fair approach.</p> <p>After discussion about different methods of determining awards it was agreed that there were three distinct groups and that group A would receive 100% of their bid value; group B would receive 50% of bid value and group C would each receive a donation of £200. This totalled £4,995 against an original bid value of £8,845.</p> <p>This resulted in the following awards being agreed:</p> <p>Abbey Swimming Club - £1,000 Bulletin / What’s On - £150 CB300 Festival - £200 Flower Power - £400 Friends of Milborne First School - £500 MA Local History Group - £420 MA Play Park Committee - £500 MA Reading Rooms - £500 MA Sports Club - £200 MATCH – £200 St Catherine’s Chapel - £200 St James’ Church - £725</p> <p>DF will advise beneficiaries of their respective awards as quickly as possible.</p> <p>SW offered some ideas for improvement of the bid application form. In particular, Q5 needed to clarify if a bid was for a single project or multiple different projects; also believes we should determine if there is scope to accept a lower figure than that bid for and, if so, for applicants to suggest a suitable breakeven point.</p> <p>Agreed this would be discussed as part of the Operating Framework discussion at the next meeting.</p>	<p><b>DF</b></p> <p><b>NH</b></p>
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	<p><b>6. Financial Statement</b></p> <p>FR presented a Balance Sheet of the current position prior to issuing of awards. It would be amended immediately after the meeting to reflect awards agreed in Item 5 above. Trustees were happy to propose this as a constituent part of the AGM documentation and paperwork required for reporting to the Charities Commission.</p> <p>HMR&amp;C have agreed that we can apply for Gift Aid and we have been retrospectively registered by them from 26<sup>th</sup> March 2015 (the date the CIO Constitution was signed). The application for 2015 Street Fair entry donations will now be sent off for payment.</p>	FR
	<p><b>7. AGM – 23<sup>rd</sup> March 2016</b></p> <p>NH presented a formal notice to be circulated which includes an agenda with the resolution regarding reducing maximum trustees to 11 (from no maximum at present).</p> <p>NH also presented his Trustee Report which will ultimately go to the Charity Commission. Both were agreed at the meeting.</p> <p>NH advised that every house in the Parish will receive a copy of the formal notice before 8<sup>th</sup> March to comply with constitutional requirements.</p> <p>Copies of all relevant documents will be available on the village website and a hard copy of all plus the Constitution will be placed in the Milton Abbas Post Office. The notice will also be posted in public places around the village.</p>	
	<p><b>8. Operational Framework</b></p> <p>In the interest of time, it was agreed that item would be placed at the top of the agenda for the next meeting. The original draft prepared by CS is attached to these minutes and will form the basis for discussion at that meeting.</p>	
	<p><b>9. A.O.B.</b></p> <p>Organising Committee – FR advised that following a recent meeting they were all reviewing items raised at the wash up meeting and, in particular, looking at entry / stallholder prices from other local events with a view to meeting in April when they will agree charges and the 2017 budget. They will present this to the Trustees for their consideration.</p> <p>Beneficiary Contact – NH has amended a letter given to him by BI and this is to be sent to all beneficiary contacts with a particular emphasis on current Org. Comm. vacancies (particularly that of Street Fair Chair).</p> <p>John Fifield – Trustees were conscious that various other organisations were already starting to consider a suitable memorial for John and that we should be a part of any committee set up to deliver it. It was also recognised that it is still a little early for such discussions to take place – summer would be more appropriate. NH will discuss with the Parish Council.</p>	<p>NH</p> <p>NH</p>

<b>10.</b>	<b>Date of next Trustee meeting</b>  <b>The next meeting will be held on 18<sup>th</sup> April 2016 at David's.</b>	
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