

Notes of a Milton Abbas Street Fair Trust meeting held at Milton Lake on Monday 18th April 2016 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 – full attendance.	
2. Minutes of meeting held on 29th February 2016	The minutes were agreed unanimously by those who attended and signed as a true record.	
3. Matters Arising	<p><u>Beneficiary Awards</u> – between them NH and DF have received 10 letters of thanks. The notable absentees were Milborne First School and MA Sports Club.</p> <p><u>John Fifield memorial</u> – NH has not yet contacted other organisations so the item will be carried forward for a report back at the next meeting.</p>	NH
4. Conflicts of Interest	CS has completed a revised Conflict of Interest statement following the resignation of Robert Kelso from the Milton Abbas Parish Council.	
5. Financial Report	<p>FR advised that there is £6553.89 in the Current Account which includes the sum of £2595.31 of Gift Aid received from HMR&C.</p> <p>Income since last meeting - £35 from MA Parish Council contribution to website. Expenditure since last meeting - £150 for auditing of year end accounts.</p> <p>FR proposed that she wished to set up online banking as this would be far easier to manage. It was unanimously agreed that FR would be the main access point but that NH would also have access for the sake of continuity or in an emergency. There would be an authority limit of £2,000 for any outgoing transaction from the account.</p> <p>FR also proposed that Richard Saunders be added to the mandate for the purpose of signing cheques. This was also agreed unanimously.</p>	

	<p>6. Operational Framework</p> <p>NH has agreed to write a draft operational framework developing on the CS document but using the 2004 version as a useful start point.</p> <p>He will initially send the 2004 version to Trustees and request that comments are provided within 2-3 weeks of receipt.</p> <p>He will also ask Michael McAvoy for his views on why the “beneficiary shares” approach had been replaced.</p> <p>It was agreed that any beneficiary projects must be “whole” when applying for funds to enable the full extent of the bid to be determined for relevance and sustainability purposes. We should also seek the scope for a minimum figure below which a project would be unsustainable. Should we change any questions on the bid application form?</p> <p>It was felt that specific names should be provided by beneficiaries when making a bid to enable the Org. Comm. to determine a comprehensive list of people and their assigned tasks.</p>	<p>NH</p> <p>NH</p> <p>NH</p>
	<p>7. Org. Comm. Matters</p> <p>FR/BI reported the following from the recent Org. Comm. meeting:</p> <ul style="list-style-type: none"> • Entry Charges - approval agreed for an increase for 2017 to Adults £6, Concessions £5, Family (2 adults + up to 3 children aged 5-16) £15, Child £3 • Stallholder Rates – approval agreed for Commercial £100 + 10% of their take, Craft £60, Charity £50 and Food & Bars to be “prices on application” in order to determine impact a food/drink stall is likely to have on Street Fair catering revenue. Residential craft stalls were agreed by a majority at £50 but concern was expressed that stalls operated by under 16s should get a reduced rate. • Invitation to Beneficiaries – agreed that an invitation should be issued in July for return by end September. • A residents’ letter to The Street needs to be issued a.s.a.p. SW volunteered to deliver these once produced and to knock on doors and talk to people about the value and benefits of the Fair. • There are currently vacancies for positions of Chair, Car Park Coordinator, Marketing Coordinator and Costumes. FR advised that an article was to be placed in the Bulletin. • It is the feeling of the Org. Comm. that the website needs freshening and that perhaps it should stand alone from the village website with links between the two. • There was a question as to whether or not Dorset Air Ambulance should be added to the list of beneficiaries purely for purposes of issuing a donation. To be discussed at initial beneficiary awards meeting later in the year. • Org. Comm. would like to see the introduction of electronic charging for the benefit of both visitors and stallholders. This would be dependent on whether or not any upgrade to mobile signal happens within The Street. 	<p>SW</p>

<p>8. Storage Shed</p>	<p>DF has discussed the position with Val Downes who has agreed that provided the Clerk of Tregonwell Almshouse Trust is present to open the shed when required there is no reason for it to be moved elsewhere. When the Clerk is absent for an extended period the keys will be with one of the three trustees living in The Street – Julie Lester, Paul Callaway or Keith Armstrong. This will be relayed to the Org. Comm.</p>	<p>BI/FR</p>
<p>9. AGM – new date</p>	<p>Following the email received from Michael McAvoy advising that it would be unconstitutional to assume all members of the village are automatically members of the Trust, the AGM scheduled for 23rd March 2016 was postponed.</p> <p>Membership will be required to attend and vote at Trust General Meetings and NH advised that to date 34 membership applications have been received.</p> <p>It was agreed that as Secretary, NH was authorised to accept membership requests and to confirm acceptance to applicants.</p> <p>NH to determine available dates in July for AGM. <i>{Post meeting note: - date agreed as Tuesday 19th July in Reading Room starting at 7:30}</i></p>	<p>NH</p> <p>NH</p> <p>NH</p>
<p>10. A.O.B.</p>	<p><u>Additional trustees</u> – BI suggested we should invite landowners who have been supportive of past Street fairs to become Trustees. NH to issue letters of invitation to Murray Kayll, Michael Miller, Michael Coleman and Wayne Little.</p> <p><u>Email decisions</u> – it was agreed that this should be an agenda item for all future meetings. The only email decision (agreed unanimously) was the postponement of the AGM from 23rd March to a date later in the year.</p>	<p>NH</p> <p>NH</p>
<p>11. Date of next Trustee meeting</p>	<p>To be agreed but should be prior to AGM</p>	