

Notes of a Milton Abbas Street Fair Trustees' meeting held at "Milton Lake" on Monday 8th October 2018 at 7:30 p.m.

Present: David French - Chair (DF), Jennifer Harrisson (JH), Nigel Hodder (NH), Brian Isherwood (BI), Stephanie Kogels (SK), Freddy Robinson (FR), John Widdowson (JW), Susan Woodhouse (SW)

		Action
1.	Welcome & Apologies for Absence All Trustees in attendance.	
2.	Minutes of meeting held on 14th August 2018 The minutes were agreed unanimously by those who attended and signed as a true record. It was noted that the day of the meeting stated was incorrect (should have been Tuesday) and the Secretary manually amended them prior to being signed off as correct.	
3.	<p>Matters Arising</p> <p><u>Three Churches Equipment</u> – JW confirmed the equipment is still available at a charge no greater than 2017 plus CPI inflation.</p> <p><u>Gift Aid</u> – FR/NH explained that the maximum we can claim under Small Donations (i.e. without a declaration) is £8,000 of donations (generating a £2,000 Gift Aid payment). The claim can be a maximum of 10 times the claim made for normal (i.e. declared) Gift Aid for the tax year in question, but to maximise the total Gift Aid recovery we should still seek to maximise the level of declarations by visitors to the Street Fair.</p> <p>GDPR – NH has issued the revised Privacy Policy Statement to Trustees and will now add it to the Street Fair website.</p> <p><u>Letter to The Street</u> – this has been issued and FR and Diana Segal are visiting new residents to explain how the Street Fair works.</p> <p><u>Winterborne Valley Scout Group</u> – NH advised he had spoken with Alan Whale regarding the circumstances of his departure from Winterborne Whitechurch Scout Group resulting in the formation of a new group.</p>	NH
4.	Conflicts of Interest David French has added his role as a School Governor at Milborne St Andrew First School. Nigel Hodder has removed his role on the Reading Room Committee as the meetings are only of a consultative nature.	
5.	<p>Ratification of email decisions</p> <p><u>Recommended Entry Donations</u> - for 2019 Street Fair were agreed as £6 for all adults; £3 for unaccompanied children and £15 for a family of 2 adults and up to 3 children. It was unanimous.</p> <p><u>Cheselbourne PCC request to bid</u> – this was declined by a vote of 4 to 3 as the bid request was made after the deadline for receipt. They have been advised that should there be a second round of bidding after the Street Fair they would receive an invitation.</p>	

6.	<p>Financial Update</p> <p>FR advised that we currently had a bank balance of £8,705.61 of which £674.43 sits in the Current Account with the balance in the Business Reserve Account. There had been a 65p increase in Business Reserve thanks to the banks very generous interest payment.</p>	
7.	<p>Street Fair - Org. Comm. update</p> <p><u>Vacancies</u> – Richard Lock of MSA Sports & Social Club has offered his services as Car park Coordinator. FR is continuing to manage the Treasurer role in addition to Chairing the group but will need additional management support for the operational aspect of the Fair on the day itself.</p> <p><u>WiFi</u> – a card reader has been purchased with a view to trialling receipt of donations at the gates using villagers’ home WiFi services in the absence of a mobile telephone mast. As this has a relatively short service period it was suggested that three more should be purchased with a view that one would be on charge while the other was in use at both ends of The Street.</p>	FR
8.	<p>Provisional Awards</p> <p><u>External Charity</u> – having received a proposal from Michael McAvoy that a Dorset based charity called “DiverseAbilities” should be considered as an external charity for the 2019 Street Fair, it was agreed that Members should be invited via an email to propose a charity they felt should be supported with a 250 word summary of the reasons why.</p> <p>In the event there was more than one nomination it would be taken to a vote.</p> <p>The Trustees considered an EGM would not be necessary and the Secretary was asked to manage the process via series of email communications with the Members.</p> <p><u>Bids Received</u> – a total of 18 bids were received amounting to a total of £19,885. As this total was below the proposed £20,000 surplus it was agreed that provided all beneficiaries delivered a contribution in line with their proposed bids they would each provisionally be awarded the amount they requested.</p> <p>There were, however, further discussions on some bids as follows:</p> <p><u>Community Fund (CF)</u> – as in the previous round of bidding for 2017, it was agreed that it would be necessary for the CF to complete a bid application form for each activity it sought funds for to satisfy the Trustees the proposed distribution met the Public Benefit and that it also met the Aims and Objects of the Trust. Their share of any final award would therefore be held in abeyance and DF will discuss with Michael McAvoy. This decision was reached by a 7-1 vote with the minority view expressed that the CF should receive nothing.</p> <p><u>Hilton PCC</u> – the Trustees felt the proposed use of funds was unclear as a proposal was made to use an award towards a new heating system, but also to “balance the accounts”. NH to seek clarification from their representative, Philip Clive.</p> <p><u>Milborne Sports & Social Club</u> – a similar discussion will be had between NH and Richard Lock as the use of funds was unclear in their bid, also.</p> <p><u>Milton Abbas Reading Room</u> – the concern here, given the nature of the bid, is whether the Reading Room is sustainable. NH to seek assurance from David Duncombe-Anderson regarding the planned future use of the facility.</p>	<p>NH</p> <p>DF</p> <p>NH</p> <p>NH</p> <p>NH</p>

	<p><u>Dorset Police Welfare Fund</u> – a minimum of £250 should be set aside for the Police who always provide valuable support at the Street Fair.</p> <p><u>Bid form design</u> – it was recognised that some organisations find it difficult to produce a “project” and that this may have put some off from bidding this time. We should create a simpler alternative bid form for those organisations who are effectively seeking a donation to enable continued operation and maintenance of their activity. Each section should perhaps have a maximum number of words to enable the bidder to be succinct.</p>	SW
9.	<p>Operational Framework – Roles & Responsibilities</p> <p>BI advised the meeting of his concerns that the draft document needed further enhancement regarding Trustee risk and governance oversight particularly for safety and reputation and FR confirmed that following his holiday, she needed to meet with him to include the Org. Comm. feedback.</p> <p>After discussion, it was agreed that BI will produce a revised draft document for discussion at the next Trustee meeting. The operational framework needs to be clear that responsibility for managing the Street Fair rests with the Org. Comm. It was considered that the Risk Register would provide a framework to manage this and therefore should be reviewed twice annually by the Trustees.</p> <p><i>This item is to be moved up the agenda at our next meeting to allow more time to be devoted to it.</i></p>	<p>FR</p> <p>BI</p> <p>NH</p>
10.	<p>A.O.B.</p> <p><u>Street Fair Income Streams</u> – SK enquired if any other income streams have been considered over and above entry, stall pitches, food and drink and raffle. Fr replied that the Org. Comm. is still reviewing opportunities for a greater level of sponsorship which could enhance income or reduce cost. Advertising to cover the cost of a programme is another option but this requires someone to create and edit the programme with resource being scarce at present.</p>	
11.	<p>The next meeting will be held on Monday 10th December at 7:30 p.m. in Stephanie’s</p>	