

Notes of a Milton Abbas Street Fair Trustees' meeting held at "Three Little Pigs" on Monday 10th December 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 8th October 2018	The minutes were agreed unanimously by those who attended and signed as a true record.	
3. Matters Arising	<u>External Charity</u> – there are 5 nominations – Diverse Abilities, Dorset Mind, Blandford Foodbank, Teddy 20 and Julia’s House. NH will contact the nominees asking each of them for 100 – 150 words in support of their nominated charity. The statements will then be sent to Members who will be asked to vote for one (or none) of the nominated Charities. Deadline for return of votes will be 31 st January 2019.	NH
4. Conflicts of Interest	No changes.	
5. Ratification of email decisions	<u>Provisional awards</u> – following receipt of responses from Hilton PCC, Milborne Sports & Social Club and Milton Abbas Reading Rooms, it had been agreed we could proceed with advising their provisional awards as agreed at the last Trustee meeting. It should be noted that JW expressed reservations about Hilton’s approach.	
6. Financial Update	FR advised that we currently had a bank balance of £10,726.26 of which £2692.41 sits in the Current Account with the balance in the Business Reserve Account. The total has been boosted by the receipt of approx. £1,500 of stallholders’ booking fees.	
7. Street Fair - Org. Comm. update	<p><u>Sponsorship</u> – as yet nobody has come forward to take on the role which mainly involves writing to companies with sponsorship options.</p> <p><u>Hambro</u> – FR advised that the pub will be operating independently to the Street Fair and they will not be selling hog roast, ice cream or operating a Pimm’s Bar. (The Street Fair Bar will once again be outside The Old Forge (bottom of The Street). It may prove prudent to move the toilets to the opening next to Iris Parr’s house – discussion ongoing.</p> <p><u>Tea Clipper</u> – FR has established that the Tea Clipper will be trading, and they will utilise two of the four pitches outside the property. Negotiations are under way to agree a suitable fee.</p> <p><u>Personality</u> – no progress in securing the services of a well-known personality to open the Fair. Another consideration is to ask a representative of the external charity to do so, instead.</p>	FR

<p>8. Operational Framework – Roles & Responsibilities</p> <p>DF opened the discussion by saying the document created four separate Trustee responsibilities:</p> <ul style="list-style-type: none"> • Duty of Care / Health & Safety • Risk Management – reviewable 6 monthly • Financial Oversight – budget, stallholder fees, entry fees and awarding of grants • Administrative/Cultural – where the Members “launch” the Street Fair; we form an Organising Committee and ensure the ethos of previous Fairs is maintained (i.e. 18th century style, etc.) <p>Clearly, a Membership Secretary would be necessary to cultivate new Members. BI offered to take on this role but stated he would need support from others.</p> <p>BI emphasised that we need enthusiastic Members to balance any negativity that may be created from certain quarters. The Trustees are the “Event Organiser” and, as such, are expected to mitigate against “reasonably foreseeable” risks. We also need a Safeguarding Policy as we have a duty of care to ALL.</p> <p>SW noted there are some negative views in the village – generally from people who fail to understand the benefits to organisations because they are not members of those organisations.</p> <p>JW suggested we issue flyers and SW suggested website photographs to emphasise what the Street Fair is about.</p> <p>JH offered to contact the IT Manager at Abbey school to see if there was a project for IT students to work on to support us.</p> <p>It was noted that the Privacy Policy requires Members’ consent to retain personal information and that a period of retention should be defined. NH will review the current Privacy Policy statement with a view to establishing an annual “renewal” at each AGM.</p> <p>It was felt that the existing document could make it clearer that the Org. Comm. makes financial and risk related proposals and the Trustees “sign them off”.</p> <p>BI suggested that to meet aspirations of beneficiaries we should create a Beneficiary Contingency Fund. We should propose to Members at the next AGM that we would do this where surpluses exceed £20K until the fund was considered large enough to cover the next “wet Fair” when beneficiaries arguably work harder for less reward! NH will ensure a suitable proposal appears on the next AGM agenda.</p> <p>All Org. Comm. roles have a job description and NH was tasked with creating a Trustee Job Description. SK suggested a chart format would be appropriate to determine relationships between Trustees and Org. Comm. for each area of responsibility.</p>	<p>BI</p> <p>JH</p> <p>NH</p> <p>NH</p> <p>NH</p> <p>SK</p>
<p>9. Request for Funds</p> <p>A letter had been received from Jill & Keith Gipp requesting £200 to support the cutting of the triangle of grass at the top of The Street and the grass verge alongside The Lake Field at the bottom end.</p> <p>Steve Bowers has offered to cut it 8 times a year at a cost of £12.50 per occasion hence the request for £200 over 2 years.</p> <p>Trustees noted that the bidding period was technically closed. There was concern that if we acceded to the request, we would need to ensure we were not assuming permanent</p>	

	<p>responsibility for the land in question. It was noted that discussion with the Local Authority by the Parish Council to seek permission was ongoing.</p> <p>NH to reply to the letter stating we could not support the request at this stage.</p>	NH
10.	<p>A.O.B.</p> <p><u>Three Churches equipment</u> – following a request from FR, JW will respond to a request to confirm the booking of the marquees for the Street Fair.</p>	JW
11.	<p>The next meetings will be held as follows:</p> <p>Monday 4th February 2019 at 7:30 p.m. in Stephanie’s</p> <p>Thursday 4th April 2019 at 7:30 p.m. in David’s</p> <p>Proposed AGM date: Tuesday 30th April 2019 at 7:30 p.m. in Reading Rooms (N.B. date different from that agreed at meeting due to non availability of Reading Rooms)</p>	