

Notes of a Milton Abbas Street Fair Trustees' meeting held at "Milton Lake" on Monday 4th February 2019 at 7:30 p.m.

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

| | | Action |
|----|---|--------|
| 1. | Welcome & Apologies for Absence Apology received from Stephanie Kogels and Susan Woodhouse. | |
| 2. | Minutes of meeting held on 10th December 2018 The minutes were agreed unanimously by those who attended and signed as a true record. NH has amended the number of external charities for voting purposes from 4 to 5 having omitted to mention the nomination for Teddy 20. JW had proposed a minor amendment to the AOB item. Revised version to be issued. | NH |
| 3. | Matters Arising <u>Request from Jill Gipp</u> – NH confirmed a suitable reply had been sent and is aware that the PC have been advised of that decision by Mrs Gipp. | |
| 4. | Conflicts of Interest None declared for this meeting's agenda | |
| 5. | Ratification of email decisions <u>External charity vote</u> – the 2019 Street Fair external charity will be Teddy 20, a charity supporting children and young people with cancer which is based in Blandford Forum, having received the most votes. A total of 39 votes from 63 eligible Members (over 60%) were cast as follows: Blandford Food Bank – 5 votes; Diverse Abilities – 8; Dorset Minds – 6; Julia's House – 8; Teddy 20 – 11; NO CHARITY – 1 <u>Medical Provision</u> – unanimously agreed to appoint White Horse Training and Ambulance Service to provide medical cover at 2019 Street Fair. Required approval by email as White Horse had 2 other requests on the same date and required our confirmation by Friday 1 st February. FR confirmed the presence was between 9:30 and 18:00 and that the level of support is 2 medics per ambulance (of which there will also be 2). | |
| 6. | Financial Update FR advised that we currently had a bank balance of £13,795.25 of which £5,758.68 sits in the Current Account with the balance in the Business Reserve Account. She also confirmed that she is happy the operating budget of £20K is unlikely to be exceeded. | |
| 7. | Street Fair - Org. Comm. update Stalls - FR reported that as at the last Org. Comm. meeting, the stall numbers are slightly down on the same period two years ago, although further enquiries had been received since the meeting. Sponsorship – FR has assumed responsibility for issuing letters to potential sponsors and advised she had been approached by Pitmans Removals of Blandford who were keen to support us – further discussion to be had. Sue Hodder is taking on the raffle and letters have also been issued. | FR |

| | | |
|---|--|--|
| | <p>“What’s On in Dorset” will provide a two-way social media link which will help with getting the message out to the younger generation.</p> <p>Toilets – Jeff Parr (son) has some concerns about moving the toilets to Iris’s garage space, so discussions with him and the Hambro continue regarding final siting at that end of the village.</p> | |
| <p>8. Roles, Responsibilities, Policies & Procedures</p> | <p>NH advised that some amendments had been made to the Trustee Job Description. DF proposed that another item be added – safeguarding the good name and ethos of the Trust. A few further minor tweaks will be made, and NH will re-issue with these minutes.</p> <p>BI advised that is a legal requirement to have a safeguarding policy and procedures in place. Areas to be covered by the policy include (but not exclusively) bullying and harassment, sexual harassment and inappropriate behaviour, safeguarding children and vulnerable adults, employees, volunteers and visitors, to whom we have a duty of care.</p> <p>A charity known as “The Small Charities Support Charity” produce templates which BI is adapting to meet our needs. These can be found on the internet free of charge but a small donation to them at the end of the exercise may be appropriate.</p> <p>A small team will be required to review and refine the policies once BI has completed them.</p> <p>This item will remain on the agenda of future meetings as it is “work in progress”.</p> | <p>NH</p> <p>BI</p> |
| <p>9. AGM Preparations</p> | <p>NH advised he is effectively out of action until the next meeting so he will write the Trustee Report prior to departure for FR to then add the financial sector and accounts audit for approval by Trustees at the next meeting.</p> <p>NH to comment in Trustee Report regarding BI’s responsibility as Membership Secretary, and to send him a full list of Members’ details.</p> <p>A resolution to agree the provision of a Reserve Fund for “rainy days” to be added to the AGM agenda.</p> <p>NH will write the Bulletin Article which will also be sent to FR for release to Leo Hughes in time for April issue.</p> | <p>NH/FR</p> <p>NH</p> <p>NH</p> <p>NH</p> |
| <p>10. A.O.B.</p> | <p>BI advised that in addition to Safeguarding policies and procedures we needed an Emergency Evacuation procedure and an Anti-Terrorist Alert procedure. FR advised that both these were on the Org. Comm. agenda.</p> | |
| <p>11.</p> | <p>The next meeting will be held on Thursday 4th April at 7:30 p.m. in Nigel’s. The AGM will be held on Tuesday 30th April at 7:30 p.m. in Milton Abbas Reading Room.</p> | |