

**Notes of a Milton Abbas Street Fair Trustees' meeting held at 53 Milton Abbas  
on Thursday 4<sup>th</sup> April 2019 at 7:30 p.m.**

Present: David French - Chair (DF), Jennifer Harrison (JH), Nigel Hodder (NH), Stephanie Kogels (SK),  
Freddy Robinson (FR)

	<b>Action</b>
<p><b>1. Welcome &amp; Apologies for Absence</b> Apologies received from Brian Isherwood, John Widdowson and Susan Woodhouse.</p>	
<p><b>2. Minutes of meeting held on 4<sup>th</sup> February 2019</b> The minutes were agreed unanimously by those who attended and signed as a true record.</p>	
<p><b>3. Matters Arising</b> External Charity – Teddy 20 have agreed to open the Street Fair and will be taking a stall.</p>	
<p><b>4. Conflicts of Interest</b> None declared for this meeting's agenda</p>	
<p><b>5. Ratification of email decisions</b> None.</p>	
<p><b>6. Financial Update</b> FR advised that we currently had a bank balance of £15,174.59 of which £7,135.51 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.</p>	
<p><b>7. AGM Preparation</b> The financial accounts have been audited and included in the Annual report which was signed off by the relevant Trustees.</p> <p>It was recognised that when a Member leaves Milton Abbas they may be happy to remain as Members but that some would inevitably wish to resign. In order to maintain an accurate and sensible list of Members, a procedure was required for communicating with the Member and establishing his/her choice.</p>	<b>BI</b>
<p><b>8. Street Fair - Org. Comm. update</b> Stalls - FR reported that stall numbers are still slightly down on the same period two years ago. Vacancies – a Treasurer and Raffle Organiser are still required to manage those aspects on the day of the Fair. Entertainment – completed and on budget.</p>	

<p><b>9.</b></p>	<p><b>Roles, Responsibilities, Policies &amp; Procedures</b> SK will produce the matrix aligning responsibilities (Trustee or Org Comm) with activities and processes. This will be discussed and agreed with FR. This would dovetail in with Safeguarding Procedures.</p> <p>It was agreed to invite Ellie Payne (Operations Coordinator) to the next Trustee meeting to present the latest version of the Risk assessment for the Fair.</p> <p>It was agreed we should aim to sign off roles and responsibilities at the next meeting.</p>	<p><b>SK/FR</b></p> <p><b>FR</b></p>
<p><b>10.</b></p>	<p><b>Safeguarding</b> DF introduced the procedures that BI has drafted. It was agreed that we need procedures to cover a variety of areas of safeguarding, but they need to be relevant to the Street Fair itself.</p> <p>Trustee observations included: “Activities specifically targeted at children” – it was felt that there are very few activities where “one to one” relationships with children were likely to present themselves, but it was agreed we should have a procedure safeguarding children and vulnerable adults.</p> <p>Policies talk about assessing of personnel – how far does that go – just Street Fair volunteers or further afield?</p> <p>Monitoring of policies should take place via the signing of a risk register whereby Trustees and Org Comm members sign they have read the procedures. They should also be shared with volunteers (via reference to website?).</p> <p>If beneficiaries are found to be a risk the Trust should seek repayment of grants and no further grants would be awarded to that beneficiary group.</p>	
<p><b>11.</b></p>	<p><b>A.O.B.</b> “Lost Children” Procedure –</p> <ul style="list-style-type: none"> <li>• Child should be taken to Information Centre</li> <li>• Do not make public announcement</li> <li>• Stallholders to be advised to send lost child to information desk</li> <li>• It is the parents’ responsibility to re-unite with their child</li> </ul> <p>All Trustees were in agreement that this was a sensible robust procedure.</p> <p>Medical Cover – the provider requires a form completing providing more information regarding the event and its surroundings. This is an Org Comm responsibility to complete.</p> <p>Insurance quotes – NH/FR to review alternative providers prior to 1<sup>st</sup> May.</p>	<p><b>FR</b></p> <p><b>FR/NH</b></p>
<p><b>12.</b></p>	<p><b>The next meeting will be held on Thursday 6<sup>th</sup> June at 7:30 p.m. in Freddy’s.</b></p> <p><b>The AGM will be held on Tuesday 30<sup>th</sup> April at 7:30 p.m. in Milton Abbas Reading Room.</b></p>	

