

## **Notes of a Milton Abbas Street Fair Trustees meeting held At Milton Lake, Milton Abbas on 17th January 2024.**

Present: David French (DF) - Chair, John Widdowson (JW), Debbie Drammis (DD), Jennifer Harrison (JH), Brian Isherwood (BI), Bae Towers (BT).

### **1. Welcome & Apologies for Absence**

The Chair welcomed all to the meeting. There were no apologies for absence.

### **2. Appointment of Chair and Secretary**

The Chair explained that he and JW had agreed to be Chair and Secretary for two years. This is to be confirmed by the membership at the AGM planned for April.

### **3. Minutes of the Meeting held on 9th November 2023**

The minutes were agreed and signed as a true record by the Chair.

### **4. Matters Arising**

The majority of Actions from the previous meeting had been completed.

Still outstanding were:

1) JW to be the point of contact for the Charity Commission.

The incumbents of the roles of Chair and Secretary had been amended. Point of Contact information was still to be changed.

**Action: JW**

2) Organising Committee to appoint a Chair.

**Action: DD**

3) Trustees to continue to search for additional Trustees.

**Action: All**

### **5. Conflicts of Interest**

The only Conflicts of Interest were in relation to the new Beneficiary Bids where Trustees did not score Bids where they had a specific interest.

## **6. Ratification of Email Decisions**

There were no Email Decisions to ratify.

## **7. Finances**

DD is to add Richard Saunders as a signatory to the new bank account.

**Action: DD**

BT introduced the topic of funding to purchase a container to store Village Equipment and particularly Street Fair items. The Trustees unanimously agreed that this was a good idea and provisionally allocated £2500. BT will take the purchase forward and DD will keep Trustees informed.

**Action: BT, DD.**

BT also raised the prospect of the Fair purchasing a PA system as there had been issues with a system hired for the 2023 Fair. The Trustees agreed that this was a good idea, but proposed that if one were to be purchased it should be from 2025 Start Up Funding as part of the cost would come from savings made from not hiring.

## **8. Supplementary Bids for funding from 2023 receipts**

JW introduced the item using a consolidated spreadsheet (attached) of assessed bids.

All bar one bid showed consistent support. That bid from Hilton and Ansty was a repeat of an earlier bid, which had been fully funded and which had received a supplementary bonus. It was agreed that this bid should not be funded.

Of the remaining 14 bids two others from the Community Fund and from Winterbourne Sports and Community Club were deemed unsatisfactory and were put aside.

The remaining 10 bids were considered for funding. It was agreed that 4 bids in areas which had not been funded in the previous round, should be funded in full (5 @ £1000).

The remaining 7 bids were to be part funded at £500.

In total this comes to £8500 and leaves a surplus of £1500. Details of the bids and the ratified decisions is attached to these Notes.

JW agreed to circulate the agreed bid decisions and then inform beneficiaries of the results.

**Action JW.**

## **9. Organising Committee**

Discussed under Finance.

## **10. AOB**

BI raised the issue of Safeguarding. Our policy needs to be ratified annually. BI said that there were no significant changes on the Charity Commission web-site. It was agreed that the existing policy was sufficient and should be ratified. JW agreed to obtain the signed document from Nigel for ratification.

**Action: JW**

The AGM needed to be set up. It is usually held in April. JW agreed to take this forward.

**Action: JW**

A question was asked regarding the quorum of Trustees required at Trustee meetings. Post meeting: JW has checked the Constitution and the quorum is 5. If less than 5 are present discussions can be had but no decisions made.

## **11. Date of next Meeting**

The next meeting be the AGM once it has been arranged. It was agreed that another meeting ahead of it was not required.

  
