



Management Meeting Minutes - 1st September 2004

Item	Agenda	Action																						
1.	<p>Present – Executive Committee Members – with Voting Rights. Glenda Sheppard Chairperson Chris Bramall – Treasurer Christine Lyons Nancy Marsh Eileen Needham Brian Lee Keith Bird – Secretary George Needham, Beverley Buxton</p> <p>Present – Members & Associate Members – Without Voting Rights None</p> <p>Nominated Minute Secretary: Chris Bramall</p>																							
2.	<p>Apologies for Absence Colleen Studd</p>																							
3.	<p>Approval The minutes of the August meeting were proposed as an accurate account by Christine & seconded by Eileen (after Various minor typos corrected)</p>																							
4.	<p>Matters Arising All items covered in normal agenda.</p>																							
5.	<p>Correspondence VAB Bewsletter VAB Quality Newsletter VAB Annual General Meeting Letter & Membership Form.</p>																							
6a.	<p>Finance</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 80%;">001 – General Funds</td><td style="text-align: right;">103.77</td></tr> <tr><td>002 – Sports Development</td><td style="text-align: right;">-61.34</td></tr> <tr><td>003 – Office Revenue</td><td style="text-align: right;">3,447.29</td></tr> <tr><td>008 – Gala & Events</td><td style="text-align: right;">1,333.36</td></tr> <tr><td>009 – Youth</td><td style="text-align: right;">279.11</td></tr> <tr><td>107 – Notice board</td><td style="text-align: right;">0.00</td></tr> <tr><td>108 – Belbrooke Park</td><td style="text-align: right;">39,958.25</td></tr> <tr><td> </td><td></td></tr> <tr><td>Bank Balance</td><td style="text-align: right;">42,084.03</td></tr> <tr><td>Creditors</td><td style="text-align: right;">264.00</td></tr> <tr><td>Debtors</td><td style="text-align: right;">2446.67</td></tr> </table>	001 – General Funds	103.77	002 – Sports Development	-61.34	003 – Office Revenue	3,447.29	008 – Gala & Events	1,333.36	009 – Youth	279.11	107 – Notice board	0.00	108 – Belbrooke Park	39,958.25	 		Bank Balance	42,084.03	Creditors	264.00	Debtors	2446.67	
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6b	<p>Legal We have received notification from the solicitor that we now have the articles and memorandum prepared. He wish's to arrange a meeting with the Management committee to go through the articles and memorandum.</p> <p>It was proposed the September Evening Dates are obtained and checked availability. Once the management committee has agreed on the articles and memorandum an extraordinary meeting shall be called of all members to approve and ratify the change.</p> <p>Date still outstanding from solicitors.</p> <p>Glenda attended company secretary course in Keiths Absence.</p>	Glenda Sheppard																						
6c	<p>Funding Issues V4CP have not yet applied for any of the funding from Objective 1 this may cause difficulties as they may not have funds to pay any of the rent money, funding for activities or expenses until this is received.</p> <p>Funding available from Fair Play closing 24th September for over 40's. Diversity and equality. £3k available. ODPM special grants programme 2004/2005 initiative work for improving living spaces and urban white spaces.</p>																							



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6d	<p>Under Spend Final Values still to be confirmed from VAB</p>	
7a.	<p>Executive Committee Staffing : Community Engagement Worker – Marie Beckett Appointed formally of Skill Start. V4 Admin Monitoring/ Finance – Prudence Mary Shaw Appointed WEA – Jenny vacated post due to promotion.</p> <p>Mike Ovington has proposed an away day for staff and executive to discuss the current progress and way forward.</p>	
7b	<p>Steering Group Pam’s GM02 report for project to be circulated. Popin Sessions , Smoking Sessation, Sunrise group etc. Education Project – Darfield Courses, Skills to Life, Eden Camp, National Mine Museum, Robot Building, Child Protection Training 20th October, YUCK community garden project ongoing. Newsletter been produced and delivered.</p> <p>Adams summer program completed</p> <p>Steering group structure discussed by Mike Ovington to look at more efficient ways of handling the steering group.</p> <p>Agreed that the one steering group is acceptable but should be in the ration of 60/40 i.e. 4 from Darfield 2 from V4.</p> <p>BDA meeting on the 8th September to continue business plan, information back regarding potential to employ worker for sales and marketing.</p>	
7c	<p>Events Group Open day successful with over 60 people feed back with hopes and fears.</p> <p>Meeting for Xmas fair to be arranged.</p> <p>Fund Raising :- Xmas Fair – Dec 4th 2004. Barbecue & Folk Night to be arranged, Gala Next Year to be scheduled by Events Committee but does not have to be tied to the Darfield football tournament., Events Committee to feed back.</p>	
7d	<p>Youth Group. George Needham has spoken to Phil King regarding Centre 17 and has expressed interest in involvement in building. And welcomes any additional use , George to contact David Hudson, Denise Stables and Phil King.</p> <p>Responsibility to be defined.</p>	



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7e	Poverty / Welfare Rights Group Still awaiting members for sub group, pending feedback from news letters will report at next meeting.	
7f	Parks A general feedback was given on the activities to date, as detailed in sub group minutes.	
7g	Objective 1 / Villages 4 Very turbulent month. Objective 1 queried the application. A number of meetings have been held to clarify and complete the application with supplementary information. Now at the stage where Objective 1 have approved Community Engagement Worker, Community Recreation worker and community information officer. Not approved welfare rights but will fund general advice. Objective 1 to visit office to look at ways to move forward. Suggested Citizen Advice Bureau. Another route to apply for full amount from SRB6. VAB Bank Roled £20k to be refunded from Objective 1. All workers will be line managed by Mike Ovington with a steering group.	
7h	Community Action Plan Mike Ovington to arrange an away day to review.	
7i	Premises Insurance ongoing and will be completed shortly. Association of community partnerships had suggested a block policy.	
8.	Urgent Business Notice Boards still awaiting planning decision. Councillors A discussion was held regarding attendance at management committee meetings of councillors, it was agreed that the current policy does not require changing however more general meetings shall be scheduled.	
9.	Next Meeting Date and Time of next meeting 6 th October 2004 at 7.00 The meeting closed at 9.30	

Circulation List

Glenda Sheppard – Chairperson
Beverley Buxton
Nancy Marsh
Colleen Studd

Chris Bramall – Treasurer
Brian Lee
Eileen Needham

Keith Bird – Secretary
Christine Lyons
George Needham