



Item	Agenda	Action																								
1.	<p>Present – Directors – with Voting Rights. Glenda Sheppard Chairperson Chris Bramall – Treasurer Keith Bird – Secretary Brian Lee Nancy Marsh Lisa Nadin Colleen Stud</p> <p>Present – Observers & Guests – Without Voting Rights None</p> <p>Nominated Minute Secretary: Chris Bramall</p>																									
2.	<p>Apologies for Absence Beverley Buxton, Kristina Ruddy</p>																									
3.	<p>Approval This is the first meeting of the board of directors of the Darfield Community Association.</p>																									
4.	<p>Matters Arising All items covered in normal agenda.</p>																									
5.	<p>Correspondence Letter from Solicitor on successful incorporation (addressed under 6B)</p>																									
6a.	<p>Finance</p> <table> <tbody> <tr> <td>001 – General Funds</td> <td>71.77</td> </tr> <tr> <td>002 – Sports Development</td> <td>-88.21</td> </tr> <tr> <td>003 – Office Revenue</td> <td>3,078.39</td> </tr> <tr> <td>004 – Office Charges</td> <td>113.71</td> </tr> <tr> <td>008 – Gala & Events</td> <td>1,207.43</td> </tr> <tr> <td>009 – Youth</td> <td>279.11</td> </tr> <tr> <td>107 – Notice board</td> <td>0.00</td> </tr> <tr> <td>108 – Belbrooke Park</td> <td>0.00</td> </tr> <tr> <td>109 – Fair Play Scheme</td> <td>2,990.56</td> </tr> <tr> <td>Bank Balance</td> <td>6,477.32</td> </tr> <tr> <td>Creditors</td> <td>374.82</td> </tr> <tr> <td>Debtors</td> <td>1,498.38</td> </tr> </tbody> </table> <p>Where it has been agreed that a volunteer shall be paid expenses to undertake a task to cover any out of pocket expenses these shall be supported by an authorised time sheet. Failure to submit a time sheet will result in a failure to be paid.</p>	001 – General Funds	71.77	002 – Sports Development	-88.21	003 – Office Revenue	3,078.39	004 – Office Charges	113.71	008 – Gala & Events	1,207.43	009 – Youth	279.11	107 – Notice board	0.00	108 – Belbrooke Park	0.00	109 – Fair Play Scheme	2,990.56	Bank Balance	6,477.32	Creditors	374.82	Debtors	1,498.38	
001 – General Funds	71.77																									
002 – Sports Development	-88.21																									
003 – Office Revenue	3,078.39																									
004 – Office Charges	113.71																									
008 – Gala & Events	1,207.43																									
009 – Youth	279.11																									
107 – Notice board	0.00																									
108 – Belbrooke Park	0.00																									
109 – Fair Play Scheme	2,990.56																									
Bank Balance	6,477.32																									
Creditors	374.82																									
Debtors	1,498.38																									



<p>6b</p>	<p>Legal</p> <p>As was passed at the previous meeting the memorandum and articles were passed to the solicitor for incorporation. These have been received back from the solicitor and that the Darfield Community Association is now a company limited by guarantee. Registration number 5268373.</p> <p>It is our duty to undertake several actions</p> <p>1) Resolution to accept transfer of all assets and liabilities from the original unincorporated organisation into the company. All In Favour.</p> <p>2) Open a register of members (These are members in line with M&A’s initial the initial subscribers),</p> <p>3) Open a register of Directors</p> <p>4) Arrange for letterheads / Orders / Invoices to show company details.(Temporary until charity approval)</p> <p>5) Appoint Additional Directors to those who signed initial forms. Lisa Nadin , Unanimous Approval. Letter to Christine, Eilleen, George Kristina Rudd regarding trusteeship</p> <p>6) Obtain Insurance</p> <table border="0"> <thead> <tr> <th>Description</th> <th>Cover</th> <th>Cost</th> </tr> </thead> <tbody> <tr> <td>Employers Liability</td> <td>£10,000,000</td> <td>£1,016.98 Inc IPT</td> </tr> <tr> <td>Public/Products Liability</td> <td>£5,000,000</td> <td></td> </tr> <tr> <td>Material Damage (Property)</td> <td></td> <td></td> </tr> <tr> <td>Stock</td> <td>£2,500</td> <td></td> </tr> <tr> <td>Property @ Exhibitions</td> <td>£10,000</td> <td></td> </tr> <tr> <td>Goods In Transit</td> <td>£2,500</td> <td></td> </tr> <tr> <td>Cash In Transit</td> <td>£4,000</td> <td>During working hours</td> </tr> <tr> <td>Cash In Locked Safe</td> <td>£2,500</td> <td>Overnight</td> </tr> <tr> <td>Computer Equipment</td> <td>£5,000</td> <td></td> </tr> <tr> <td>All Other Contents</td> <td>£10,000</td> <td></td> </tr> <tr> <td>Tenants Improvements</td> <td>£12,000</td> <td></td> </tr> <tr> <td>Legal Expenses</td> <td></td> <td>£135.00</td> </tr> <tr> <td>Personal Accident</td> <td></td> <td>£200.00</td> </tr> <tr> <td>Travel</td> <td></td> <td>£265.50</td> </tr> <tr> <td>Trustees Indemn</td> <td></td> <td>£200.00</td> </tr> <tr> <td>Fidelity Guarantee</td> <td></td> <td>£315.00</td> </tr> <tr> <td>All Risks</td> <td></td> <td>£ 14.30</td> </tr> <tr> <td>ICOW</td> <td></td> <td>£ 50.00</td> </tr> </tbody> </table> <p>After a discussion it was proposed that we obtain the standard insurance at a cost of £1,016.98. no additional sections shall be undertaken.</p> <p>All In Favour</p> <p>7) Resolve that the Financial Year End shall be 31st march. All in Favour</p> <p>8) Produce Equal Opportunities Policy. To be produced</p> <p>9) Produce Membership Policy – Draft for discussion / amendments / approval was presented, minor amendments was made and the policy was approved by all present. All residents shall be eligible for general membership regardless of any other commitments. Membership forms and policy to be distributed</p> <p>10) Produce Delegated Powers Document. – Draft for Discussion / amendments / approval was presented, the allocation of trustees to sub groups were discussed and allocations were made, all sub groups must have two trustee’s on.</p>	Description	Cover	Cost	Employers Liability	£10,000,000	£1,016.98 Inc IPT	Public/Products Liability	£5,000,000		Material Damage (Property)			Stock	£2,500		Property @ Exhibitions	£10,000		Goods In Transit	£2,500		Cash In Transit	£4,000	During working hours	Cash In Locked Safe	£2,500	Overnight	Computer Equipment	£5,000		All Other Contents	£10,000		Tenants Improvements	£12,000		Legal Expenses		£135.00	Personal Accident		£200.00	Travel		£265.50	Trustees Indemn		£200.00	Fidelity Guarantee		£315.00	All Risks		£ 14.30	ICOW		£ 50.00	<p>Approved</p> <p>Chris Bramall Chris Bramall Chris Bramall</p> <p>Completed Officers</p> <p>Chris Bramall</p> <p>Chris Bramall Officers</p> <p>Chris Bramall</p>
Description	Cover	Cost																																																									
Employers Liability	£10,000,000	£1,016.98 Inc IPT																																																									
Public/Products Liability	£5,000,000																																																										
Material Damage (Property)																																																											
Stock	£2,500																																																										
Property @ Exhibitions	£10,000																																																										
Goods In Transit	£2,500																																																										
Cash In Transit	£4,000	During working hours																																																									
Cash In Locked Safe	£2,500	Overnight																																																									
Computer Equipment	£5,000																																																										
All Other Contents	£10,000																																																										
Tenants Improvements	£12,000																																																										
Legal Expenses		£135.00																																																									
Personal Accident		£200.00																																																									
Travel		£265.50																																																									
Trustees Indemn		£200.00																																																									
Fidelity Guarantee		£315.00																																																									
All Risks		£ 14.30																																																									
ICOW		£ 50.00																																																									
<p>6c</p>	<p>Funding Issues</p> <p>SRB Match funding had not been approved despite having letter from SRB. Glenda attended meeting on 27/10 answer questions and has now been passed by cabinet.</p> <p>Learning NET bid submitted for £20,000 training & development for residents</p> <p>Fair play funding received commences December completes March in partnership with Actions for Jobs.</p> <p>Special Grants Funding £55k Green Spaces development.</p> <p>BDA Feedback on £5k on management & sourcing.</p> <p>Area Forum Planting Scheme £1,800.</p>																																																										



	Wren Bid for Two more play areas is to be produced and submitted.	
6d	<p>Under Spend Final Values still to be confirmed from VAB</p> <p>Agreement on the Summer Play Scheme of £975 is dependent upon this. This has been funded out of other amounts raised by Adam such as the walking event etc.</p>	
7a.	<p>Executive Committee Glenda Sheppard met with Ian Aitley of ILM regarding another worker on the moving on of Barbara.</p> <p>Welfare Writes not approved by SRB , now approved CAB can employ.</p>	
7b	<p>Steering Group Concerns of Staff taking too much training, without a training plan in place. To be raised with V4CP.</p> <p>Development day no response from Mike Ovington to review action plan.</p>	
7c	<p>Events Group Bellbrooke Opening on Saturday 9th November 2004, All help would be appreciated.</p> <p>Xmas event 4th December 2004, not a great take up yet.</p> <p>Raffle Prizes , to be obtained.</p>	
7d	<p>Youth Group. Youth group starting in early November to arrange meeting. And to produce article for newsletter.</p> <p>New nursery unit to be built on Church of England School.</p> <p>Bluebells now have achieved a management committee.</p>	
7e	<p>Poverty / Welfare Rights Group Objective 1 has approved the Welfare rights worker contract through the citizens advice bureau. They are currently recruiting, once a worker is appointed the sub group will be formed.</p>	
7f	<p>Parks No progress from last meeting, Park model in production, Notice Boards still not sited and mounted.</p>	
7g	<p>Objective 1 / Villages 4 The ERDF Contract has now been signed and completed by Objective 1. A small residual amount would be remaining which will be brought back to this group.</p>	
7h	<p>Community Action Plan No action has been received from the memo sent to Mike Ovington to arrange an away day to review early November Saturday.</p>	
7i	<p>Premises Building control form had not been submitted correctly, It is anticipated that minor remedials will be required to meet building control requirements. Currently no feed back has been received.</p> <p>A request has been received from the Barnsley Youth Jazz Association to hold music tuition within the conference room on Saturday mornings, Negotiations are in progress with Foulstone School / CLC but are being protracted. This will be a short term measure. In the nature of music some noise will be made however this will be kept away from the rooms adjoining other properties.</p> <p>If any noise complaints are received from any residents then we will have to review.</p> <p>This is a reciprocal favour for the musical entertainment they have provided for us on several events.</p> <p>Agreed.</p> <p>Heating to be addressed soon as possible.</p>	



8.	Urgent Business None	
9.	Next Meeting Date and Time of next meeting 1 st December 2004 at 7.00 Subsequent to the meeting a request has been made by Glenda Sheppard that the meeting be held on the 8th December due to unavoidable family commitments. The meeting closed at 9:15pm	

Circulation List

Glenda Sheppard – Chairperson
Beverley Buxton
Lisa Nadin

Chris Bramall – Treasurer
Brian Lee
Colleen Studd

Keith Bird – Secretary
Nancy Marsh