

Longparish Community Association

**Meeting: Thursday 20th April 2006 at 20.00 at Longmead House
courtesy of Wendy Ellicock.**

06/15 Present:

Chair: Fiona Gould, Jeremy Barber, Christine Beresford, Patrick Beresford, Alix Bremridge, Wendy Ellicock, Jonathan Evans, Gloria Goodliffe, Andy Smith, David Wright.

Apologies: Toby Cooper

06/16 Update on progress since last meeting

06/16.1 Bank account (status and banking cash)

Before the CAF account can be activated for either cash or cheques the CC must issue a registered number. When CAF account is activated cash can be paid in via HSBC banks.

Action: David to look into opening a temporary account with a High Street bank.

06/16.2 Charity Commission Registration

Alix registered LCA with the CC on March 28th. The full registration process takes about twelve weeks.

06/16.3 Progress with affiliates

PCC and FOLS will affiliate.

Actions to carry forward: Jeremy - Playgroup, **Fiona** - Cricket Club and **Jonathan** - School.

Action: Christine to develop Affiliates Membership Application form.

06/17 Agreement on actions from last meeting

06/17.1 Membership forms and publicity

Christine circulated a draft form combining membership and gift aid. It was understood that an interim form may have to be devised for the June event with a follow up for gift aid. It was estimated that 500 forms would be initially needed and Dollands have been approached to undertake the printing. Costs for a double-sided form plus membership rules in the region of £140. This compares favourably with DIY costs.

Fiona circulated a poster to advertise the Community Association. It was agreed to insert it into May and June issue of H+V. Copies of the poster to be posted on notice boards and around the village.

Action: David and Christine (with, possibly Fiona and Jeremy) to meet to finalise the form.

Action: Fiona to arrange publication of poster in H+V and distribution around the village.

Action: Christine to arrange for LCA membership forms to be inserted in June edition of H+V

06/17.2 Licenses

It was decided to adopt Fiona's proposals that had been circulated before the meeting. The LCA will apply for a premises license (this includes both entertainment and alcohol) for both halls. It will be used for the benefit of all groups affiliated to the LCA. In certain circumstances it will be possible to sell the alcohol license to hirers of the hall. The cost of the license will be offset by the eventual profit from the sale of alcohol. That fact that LCA will not need to apply for each individual event licenses and will not be constrained

Supporting a thriving community

Longparish Community Association

as to the number of events, were seen as great advantages. It will however be necessary to find a person who is willing to hold a personal license. They will need to go on a 1 day training course and be responsible for ensuring adherence to the terms of the license, though they do not have to be present at all events. It was agreed in principle to use the village shop to supply wine used at community events

Action: Fiona/all to try and find a person willing to become the personal license holder.

06/17.3 Insurance and Data Protection

David was recommended a broker by Community Matters. The aim of the policy is to provide cover for activities undertaken by LCA. It will not provide umbrella insurance for affiliates. At present the underwriters are requiring more information before issuing a policy. If there is not a firm proposal from the insurers by beginning of June it will be necessary to look elsewhere for cover of the Midsummer Event. It is probable that a risk assessment will be needed for events.

It appears that, as LCA is a, “not for profit” organisation and the data held by them is solely related to membership there will be no requirement to register under the Data Protection Act.

06/18 Future activities-progress to date and the way forward

06/18.1 Midsummer event

Programme of event circulated and amendments made as requested. Title of day to be Midsummer Fun Day. A map was requested so that newer members of the community could easily find the locations. Risk assessment and insurance to be dealt with later.

Action: Gloria to make sure the event programme is published in May H+V. Gloria to design and distribute tickets including map.

06/18.2 Community use of new hall.

Jonathan reported that there are still unresolved issues relating to booking, cleaning and key collection. The Community Hall Management Committee thought that the only way forward was to appoint someone to have overall responsibility for booking, deposit handling, key collection, caretaking, cleaning and liaison between church, school and community. At present there is no system in place for checking cleanliness of the hall and withholding deposits, should it be necessary, after a hiring. Eventually the LCA may need employees; perhaps the post could be self funding as we have seen in Liss.

06/18.3 The way forward

Fiona proposed that the trustees of LCA would be more efficient if a split were made in the committee to concentrate on either admin or events. David supported this idea. This a short term measure for the next few months so that the LCA can make a really good start. It was agreed to run parallel meetings at the same venue with a plenary session so that everyone is informed of progress. The committee split is

Administration	Events
Christine	Wendy
David	Gloria
Fiona	Andy
Patrick	Jeremy
Alix	Alix
Jeremy	

Supporting a thriving community

Longparish Community Association

There will be an overlap in some areas i.e. publicity. Some people have multiple interests, it was agreed that the new arrangement be implemented at the next meeting.

06/18.4 U3A, coffee mornings, the elderly, village fete, St Nicholas Fair, Winter supper talks, nature walks

Wendy described how she could see the LCA acting as a facilitator for several community based groups. The community as a whole needs to be informed about U3A-style groups. She is eager to get coffee mornings and a lunch club set up. Wendy wants to find out if people would be interested in joining led walks. She is aware that there may be insurance implications. Wendy wants to know exactly what it is that the elderly need within the village. There was a general discussion about assistance with revamping St Nicholas Fair in conjunction with FOLS.

Action: Wendy to circulate draft copy of above information before submitting the final draft for the May issue of H+V.

Action: Fiona to circulate raw data gathered for Parish Plan on the needs of the elderly.

06/18.5 Moviola

Alix reported her findings of the Moviola scheme and how it works in practice in neighbouring villages. It could be a good money earner for LCA with most of the profits coming from the bar. The village shop would also benefit from the sale of alcohol. (see 06/16.2) How the scheme works: twice a year a group chooses films. The hall is booked locally, Moviola arrive with film and sound system. The hall is prepared and doors open for ticket sales and bar opens 45 mins before the film. Tickets are recommended to cost a minimum of £4. 75% of ticket sales or £100 whichever is the greater is given to Moviola. Probably show a film every six weeks. If a children's film is selected it would be at a different time and in addition to the adult film. Liaison with neighbouring villages necessary to avoid duplication. Aim to start shows in September.

06/18.6 Youth Group

There is a list of people who expressed an interest in helping with a youth group. It is envisaged that start up will be within the next month. The aim is to involve as many people outside the committee of trustees as possible.

Action: Andrea Hulme to arrange a meeting of those interested in setting up a youth group. Fiona will attend on behalf of the Trustees.

Longparish Community Association

06/18.7 L2SOTM race

Aim to start this handicapped race in July. It was stressed that children must be accompanied by an adult for the whole of the race. Jeremy will not be present for the August race but someone else can organize that month's event. The time of church services has changed recently, in order to avoid a clash of interests the race may be run on a different Sunday of the month.

Action: Jonathan or Patrick to inform Jeremy about times of church services.

06/19 Hill and Valley articles

A quick run through of actions required from the committee in order to meet the deadline for the next issue of Hill and Valley. Actions already reported.

06/20 Fund Raising- how to progress

This issue is carried forward to the admin group next meeting. Setting a budget will also be considered.

Date of next meeting Thursday 18th May at Longmead House at 20.00 courtesy of Wendy Ellicock.

Meeting closed at 22.05.