

Longparish Community Association

Meeting: Thursday 18th May 2006 at 20.00 at Longmead House courtesy of Wendy Ellicock.

06/21 Present:

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

To maximise efficiency the meeting was split into an administration group and an events group. Admin group led by Fiona, events group led by Wendy.

06/22 Report of coffee morning

Wendy reported that on Friday 12th May she hosted the first Longparish Community Association (LCA) coffee morning at Longmead House. Seven ladies attended. Several parishioners admitted they had forgotten and three people registered an interest but were unable to attend. It was decided that coffee mornings would be a good initiative and they will be held on a monthly basis. They will be held on different days so that they can attract as wide a range of people as possible. As a result of the coffee morning a walking group is to be set up. The first walk, led by Wendy, will be on June 2nd at 9.00am. The next coffee morning is to be hosted by Gloria at Meadow View on Tuesday 13th June at 11.00am.

06/23 Wendy's list and the way forward.

The response to Wendy's list of offered activities printed in Hill and Valley was minimal. Graham Darrah has offered to lead nature walks. Mary Jo Darrah would like to join up with others to paint outdoors. One person expressed an interest in a local history group. The paucity of responses does not mean that nothing is going to happen in the future. The aim of LCA is to facilitate activities and raise awareness of activities available in the area. Marketing will be a key issue.

06/24 Moviola

Alix has been in contact with the charity Moviola and is shortly going to bid for nights on which we can show films in Longparish. Thursday is the preferred night. A team is needed to ensure the smooth setting up and clearing away. It is proposed that costs are £4.50 for members and £5.00 for non members. Doors will open at 7.00pm for a 7.30pm showing of the film. A bar will operate and the village shop will be approached to work out a deal for such occasions.

Action: Alix to liaise with St Mary Bourne to prevent the same film being shown in same month.

Action: Alix to attend a meeting with Moviola on Sunday 11th June.

Action: Alix to contact Barton Stacey to publicise the film nights in their parish magazine and web site.

Action: Gloria to check that the village hall has a license for showing films and videos.

06/25 Publicity

At present our meetings clash with Hill and Valley deadlines. For the next few months

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Gloria will make sure that every month something goes in the Hill and Valley for LCA.

Action: Gloria to liaise with Mary Jo to keep a part of the publication reserved for LCA. Apart from the web site and Hill and Valley a “What’s On in Longparish” flyer could be devised and e mailed to members using info on membership forms, posted on notice boards, and put in the pubs and shop.

A publicity officer would be a welcome addition to the team. As more activities are generated it will be crucial to have one person co-ordinate all activities generated by the LCA and its associates

06/26 Future events

It was agreed that a low key, easy to organise event should be held in August. It was decided that a family games and picnic afternoon be held on Sunday August 20th on the football field. The title and further details will be discussed at the next meeting.

A bid has been submitted for two Hog the Limelight music events, one for this autumn and one for next spring.

06/27 Requirements for administrative assistance

The only thing the events group wanted from the admin group was insurance for the Fun Day on June 10th

The administration team report.

06/28 Bank account

Cheque being cleared now. Should have cheque book etc next week.

06/29 Membership

Christine has sent report of membership applications to date. Fun event ticket sellers are also getting members and copies will be in June’s H&V.

Action: Christine to ensure forms are with Barry this weekend.

Action: Christine to develop simple Affiliate Membership form

06/30 Insurance

Now confident that insurance will be fine – David has one broker who has quoted £300, Fiona has one who suggested a similar amount. Both will cover the fun day within this annual cover.

Action: David to get Youth Club cover included in quote

Action: Fiona to chase quote

Action: Fiona & David to decide between the two and go ahead – by Wednesday 24th to ensure cover for 10th and 14th.

06/31 Licensing

We have discovered that the school does not have an Entertainments license. Fiona has completed a Temporary Event Notice so we will be legal for the Fun Day.

David Gould has offered to attend the course and gain the qualification to become LCA’s Personal License Holder. Fiona will complete a Premises License application for the

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village hall, with the objective of being licensed for alcohol (Village Hall already has an entertainments license) by early July. The Chair of the Governors is calling an extraordinary Governors meeting to discuss our proposal to apply for a license, so the Community Hall will be on a slower track and bookings wanting entertainment (eg discos) or alcohol sale will need to complete a Temporary Event Notice (£21).

Action: Fiona – book David on PLH course June

Action: Fiona – Complete VH Premises license application

Action : Gloria – note in H&V re license application

Action : Fiona – talk to shop and pubs to explain application

06/32 Purchasing strategy

Having agreed to the principle of supporting the shop as much as possible when organising LCA activities, we need to agree a process for purchasing that is simple and appropriate. Once we have an internal process, we will need to discuss with Anne and Pat to understand such things as sale or return possibilities; purchasing things that the shop doesn't normally stock etc. It is recognised that the shop would rarely be the cheapest option, and there may be things it cannot get at a price at which the LCA can meet its fund-raising objectives – we will deal with these situations as they arise.

Action: Fiona and David to discuss process

06/33 Management of community use of the 2 halls

The Village Hall Committee is comfortable with the idea of working within the LCA and establishing some form of joint management of the 2 halls. They are looking at the issues with regard to their constitution.

The principles of commitment to community use of the new hall and the LCA administering the process (to a policy proposed by the Management Committee and agreed by the Governors) have been established for some time. However, there have been some difficulties with the Management Committee and getting answers and firm decisions on some practical issues from the Governors.

Jeremy and Fiona are in discussion with Jonathan to try and find a way forward as soon as possible.

06/34 Budget development/funding strategy

David has developed a basic accounts spreadsheet. We will develop processes over time for sub-groups. The Parish Council's £2995 grant will initially be used for basic start-up expenses (membership expenses, license applications, training, membership of support organisations, insurance). When we have a better idea of things we need funds for (eg Youth club) then we will look for grants. We should ensure we don't spend all the initial money in case we need it for match funding for grants. We agreed that, in principle, LCA social events should be self-funding – the Youth group will be the exception and will require both capital spend and ongoing subsidy.

Fiona is having a meeting with Greg Alexander on 30th May to get initial guidance on funding and support that is available from Test Valley.

Action: Fiona – contact Allison Angell to discuss support at this stage

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06/35 Website

Jeremy has proposed an outline web presence for the Community Association which was fully supported.

Action: All – to send Jeremy mug-shots and the contact details you are happy to have published.

06/36 Publicity

We should aim to put something in H&V every month – reporting on activities and announcing new ones. We also need publicity in other media – notices, website etc. This will involve quite a lot of activity.

Action: All – ask around if anyone would be prepared to take on this role.

06/37 Meetings

Having our meetings the 3rd Thursday of each month is not giving us enough time to prepare articles for H&V. We've therefore agreed to have them on the 2nd Thursday.

Our next meeting will be Thursday 15th June – split between Jeremy's and Fiona's – we'll find somewhere other than the road for the plenary session!

Further meeting dates:

Thursday 13th July (venue to be agreed – not Wendy's)

Thursday 10th August

Thursday 14th September

Thursday 12th October

06/38 Plenary session

At the plenary session it was agreed that splitting the meeting into two groups was an efficient and useful move. Everyone was comfortable with this new arrangement.