

**Henfield Community Partnership Ltd**  
Minutes of the Management Committee Meeting held on 9 August 2018  
at Henfield Hall

**Present:** Carol Eastwood (In the Chair), Peter Bates, Matthew Chart, Hugh Daniels, Ann Donoghue, Anthony Druce, Elaine Goodyear, Leo Jago, Kenneth McIntosh, Sue Willis.

**Apologies:** Mike Ainscough, Ann Ellson, Richard Kendall, Mike Morgan.

Carol expressed her regret that Richard was back in hospital and wished him a speedy recovery.

<b>1.</b>	<b>Declaration of Interests.</b> None.	
<b>2.</b>	<b>Minutes of the Previous Meeting.</b> The minutes of the meeting on 12 July 2018 were approved as amended and signed by the Chairman.	
<b>3</b>	<b>Matters Arising.</b> 3.1. Item 3.1. From 1 September Kerry Martin will be the new cluster manager at Lloyds and will remain the branch manager. There are still problems with prescriptions and the central hub system has not yet been introduced. 3.2 Item 5. The HDC grant is due by 30 August.	
<b>4.</b>	<b>Correspondence.</b> 4.1. There will be a St. George's Day evening in April next year and the traders will be asked to decorate their windows. 4.2. Sue will amend the BN5 entry for the HCP. 4.3. Mike A is inviting members to join via the website and 2 new members have expressed an interest. Mike was monitoring the website. It was agreed that any completed forms should be printed, returned to the Parish office and retained by the Secretary. 4.4. Carol had circulated Emma's letter explaining why she had withdrawn from the web site project.	Sue  Mike A /Anthony
<b>5.</b>	<b>Treasurer's report.</b> 5.1. The accounts as at 9 August were: Main a/c £1,643.55; Reserve a/c £6,933.28; Computer Club £678.38; Field Festival a/c (formerly dormant) £1,020; Year of Culture a/c (formerly dormant) £100. 5.2. £500 of HDC grant has been transferred to the Field Festival a/c, there has been a donation of £450 from Stoba UK and 2 of the 7 pitch fees have been received. 5.3. The Year of Culture a/c comprises a donation from AVS. The £3,000 grant from HDC is due about 19 August. 5.4. The Reserve account still contains some funds from the traders which is allocated to help the local economy. 5.5. The computer club has bought a printer which can be used at modest cost. The new projector bulb is still outstanding. 5.6. It was agreed unanimously that Matthew should be appointed a director of the company. This was proposed by Carol and seconded by Leo. 5.7. The annual accounts were nearly ready and needed approval by the directors before the AGM.	Matthew
<b>6.</b>	<b>Memorial Field Festival 16 September.</b> 6.1. There is an entry in Horsham's food and drink brochure, 1000 flyers and A4 and bigger posters have been printed. A large proportion of the flyers will go to the school. Peter kindly offered to circulate some flyers with the Woodmancote parish magazine . Leo still has a supply of leaflet stands. 6.2. St John's ambulance has confirmed that they will provide 2 first aiders for the event and the food and drink outlets have been organised. 6.3. Elaine has circulated a doodle poll to organise the marshals.	

	6.4. Swains has agreed that blue badge holders may park in their car park.	
7.	<p><b>Leader Visitor Economy Bid:</b> 7.1. 3 tenders have been received for the Visitor information website element and the preferred option has been chosen. Quotes are being obtained for the laptop and screen to be positioned in Village Care. Consents have been given to site the way posts and confirmation received that planning permission is not required.</p> <p>7.2. Vas Siantonas is working on the PC website and hopefully it will be possible to interlink with that. It is planned that there will be 10 pages of visitor information which individuals would agree to update every month, concentrating on creating links to other websites. It is not intended to compete with any other website.</p> <p>7.3. The museum are contemplating having a touch screen, which would need to be integrated with the proposed system.</p> <p>7.4. The proposal for the posts, website, screen, and laptop (total cost £26,209.37) needs to be in by the end of August, to be considered in December. If successful it is planned that the posts should be in by Easter next year.</p> <p>7.5. It was noted that visitors have had problems finding the Hall. There will be a finger post at location 6 to point the way.</p>	
8.	<p><b>Year of Culture:</b> 8.1. The programme for the first 6 months is on the HDC website, and a logo has been developed.</p> <p>8.2. "Any Questions" is coming to the Hall on 11 January. It was unclear how much the Hall charge will be as the BBC has yet to specify its requirements. Liz Taylor will organise the booking and HCP will be paying for it.</p>	
9.	<p><b>Action for Older People:</b> 9.1. The report on accessibility problems is likely to be available for the September meeting.</p> <p>9.2. HDC is providing funding for mobility scooter training.</p>	
10.	<p><b>AGM:</b> 10.1. Notice has been published in the magazines and will be circulated to confirmed members. The accounts are nearly ready and need to be approved by the directors before the meeting.</p> <p>10.2. All committee members present were willing to stand again. Carol wishes to see through the Leader bid and Year of Culture but would wish to stand down as Chairman in September 2019. She was concerned about the breakdown in relations that have occurred, for example with the Hub and Christmas evening. The whole committee expressed their full support for Carol who had only been implementing committee decisions.</p> <p>10.3. Sue expressed the view that there should be a trader on the committee. HCP would wish to support the traders but they need to take a lead in events for their benefit.</p>	
11	<p><b>Parish Council:</b> 11.1. Work has started on the link road. The tree roots are more substantial than anticipated and there is a drainage fault to be rectified.</p> <p>11.2. The path by the cemetery is to be re-surfaced and will be closed for 3-4 weeks.</p> <p>11.3. The play area at Kingsfield has been renovated and will be formally reopened on 10 August.</p> <p>11.4. The PC has received a petition for some adult keep fit equipment which will be debated.</p> <p>11.5. The PC will be advertising next month to recruit another officer to work 20 hours per week.</p> <p>11.6. The Velo South event will not be passing through Henfield, although it will be on the traffic diversion route as part of the A272 will be closed. No PC was consulted, and there are commercial implications for businesses</p>	

	affected by the route, while some residents will be blocked in their homes. 11.7. The PC has now received the HDC site sustainability plan.	
<b>12</b>	<b>HDCPF:</b> 12.1. It will be hosting a meeting with the new Chief Executive of HDC at Steyning on 19 September at 2 p.m. 12.2. A grant application has been made to the Lottery Fund for training on recording an area's history. It was agreed that HCP should provide a letter of support.	
<b>13.</b>	<b>AOB:</b> 13.1. The date of next year's Garden and Arts weekend was queried as it is normally the second weekend in June. 13.2. There will be an event in the Hall on 16 October intended to try to plug the gaps in provision of support to tackle mental health issues.	

**Next Meeting**

The next meeting will be at 7.00 p.m. on Thursday **13 September 2018** in The Committee Room Henfield Hall

**Signed as a true and accurate record of the meeting:**

**Chairman:**

**Date signed:**