

Henfield Community Partnership Ltd
Minutes of the Management Committee Meeting held on 10 May 2018
at Henfield Hall

Present: Carol Eastwood (In the Chair), Peter Bates, Matthew Chart (from item 4), Hugh Daniels, Anthony Druce, Elaine Goodyear, Leo Jago, Kenneth McIntosh, Mike Morgan.

Apologies: Mike Ainscough, Matthew Chart (to item 4), Ann Donoghue, Ann Ellson, Derek Gardner, Richard Kendall, Sue Willis.

1.	Declaration of Interests. None.	
2.	Minutes of the Previous Meeting. The minutes of the meeting on 12 April 2018 were approved and signed by the Chairman.	
3	Matters Arising. 3.1. Item 7. Feedback on the village evening has been circulated and there was a good report in the County Times. 3.2Item 14.1. Peter had had a positive meeting with the new cluster manager at Lloyds and bi-monthly meetings have been agreed. The next is on 19 June.	
4.	Correspondence. None	
5.	Treasurer's report. 5.1. The account balance is £8962.16. The main changes are receipt of the PC grant of £750 and a small VAT refund. 5.2. The computer club receipts have been updated. 5.3 HDC have now agreed the 2018/19 grant of £1000 and it is proposed to use £500 of this is for the memorial field event.	Matthew
6.	Memorial Field Festival 16 September. Plans are progressing well. 6.1. Sue was working with the vicar on the memorial service to be held at 2 p.m. 6.2. Games/sports would start at 2.30. Ann Donoghue is overseeing these. 6.3. All the food outlets invited have agreed to come and the Cricket Club and/or Wild Violets will provide tea in the Pavilion. 6.4. HCP is the event organiser and it will be covered by its insurance. 6.5. Car parking will be to the south of the cricket pitch and marshals will be required. 6.6. Paul Samrah has agreed to be the master of ceremonies providing Brighton are not paying at home that day. 6.7. Sports will finish at 5.30, but entertainment will continue to 7 p.m. 6.8. The proposal to use £500 of the HDC grant for the event was agreed. Sponsors were also being sought. Matthew offered to ask his company to sponsor the live band. 6.9. Emma Osman and BN5 will be doing the publicity.	Sue Ann D Carol
7.	Data Protection. 7.1. The response to the membership confirmation forms had been very poor and had resulted in only 10 being returned. Elaine confirmed that consent is not required from existing members who have given us the information in the first place so that the forms were not essential except for the purpose of confirming and updating membership details. 7.2. HCP needed a privacy policy. Elaine had drafted one which Anthony had simplified. Elaine would consider the amendments. Particular issues raised were; requiring computers holding the information to be pass-worded which Anthony thought unnecessary and unduly prescriptive in the case of members' personal computers; and expressing a commitment to report breaches, which obligation existed in any event, and which it was not	Elaine/ Anthony

	necessary to publicise. 7.3. Once the policy had been agreed it would be put on the website. Sue was investigating whether an email could be sent to members with a simple subscribe/unsubscribe option	Sue
8.	Leader Visitor Economy Bid: 8.1. Carol and Elaine had finalised where the posts would go and the number of fingers on each. 8.2. Details of the website <i>content</i> were not necessary to complete the bid. If it did not go forward any money could be returned.	
9.	Year of Culture: 9.1. HDC has awarded a grant of £3000 and the conditions and contract have been received. Carol was authorised to sign it. HCP was well ahead of other areas in this process. 9.2. A team was working on ideas for a community mosaic to be positioned on the common by the war memorial.	Carol
10.	Action for Older People: 10.1. 48 had attended a successful meeting today of talks and activities. 10.2 useful contacts had been made with Age UK and there had been good collaboration with local organisations, 20 of which had stalls. 10.3. The costs were £59.73 plus the cost of the hire of the Hall. These expenses were agreed.	Leo
11	Xmas Evening: 11.1. Correspondence about the proposal to close the High Street had been circulated. HCP had not been approached and the meeting agreed the position and reasons that the PC had expressed against the proposal. Carol would write to the PC to confirm its agreement. 11.2. Emma was not organising a raffle this year. Carol had organised the event for 3 years and felt it was time to step back. It is intended to be for the benefit of the traders, and she will write to them explaining that HCP will not be organising the event this year.	Carol
12.	Parish Council: 12.1. Malcolm Eastwood has been re-elected as Chairman and Elaine as Vice-chairman. The committees have been re-arranged. Gill Perry has been elected as a new councillor. 12.2. Work on the Link Road should start in July and the contractor has been organised. The memorial field needs to be signed off before the money is released. 12.3. Appeals have been lodged in respect of both traveller sites. 12.4. The footbridge over the Adur has been removed and a new bridge is coming. 12.5. The enforcement officer has visited the Jack Dunkley on several occasions. He has permission to create the new entrance.	
13.	AOB: 13.1. Peter reminded the meeting that there is a mental health event at the Haven on 22 May. One of the gaps that has been identified is lack of information and an information day is being planned at the Hall on either 16 or 30 October between 3 p.m. and 8 p.m. 13.2. The Hall AGM is on 31 May. There is an ongoing dispute over the roof. 13.3. Mike reported that the new waste bin collection rota was working well and complaints had fallen dramatically. 13.4. Leo wanted a web presence for the Action for Older People Group on the Hub and the HCP website. The directory was already on the Hub. 13.5. It was agreed to cancel the June meeting due to holidays/sickness.	

Next Meeting

The next meeting will be at 7.00 p.m. on Thursday **12 July 2018** in The Committee Room Henfield Hall

Signed as a true and accurate record of the meeting:

Chairman:

Date signed: