

Henfield Community Partnership Ltd
Minutes of the Management Committee Meeting held on 11 October 2018
at Henfield Hall

Present: Mike Ainscough, Carol Eastwood (In the Chair), Ann Donoghue, Anthony Druce, Richard Kendall, Kenneth McIntosh,

Apologies: Peter Bates, Matthew Chart, Paul Crowe, Hugh Daniels, Ann Ellson, Elaine Goodyear, Leo Jago, Mike Morgan, Sue Willis.

1.	Declaration of Interests. Anthony declared an interest in item 5.3. and did not vote.
2.	Minutes of the Previous Meeting. The minutes of the meeting on 13 September 2018 were approved and signed by the Chairman.
3	Matters Arising. 3.1. Item 12.3. The calendar project is not now going ahead. 3.2 Item 10.1. Carol needs a distribution list for the traders.
4.	Correspondence. Carol has renewed the insurance at the same cost as last year, £159.60.
5.	Treasurer's report. 5.1. The Memorial Field Festival made a profit of £185.50. This will be put towards the Year of Culture. 5.2. The main account balance is £748.86. Payments have been made for hall hire, sage software, annual accounts and insurance. 5.3. It was agreed to make a donation of £25 to the Shed in appreciation for the signs it made for the Festival.
6.	Xmas shopping: 6.1. This would be on Saturday 8 December from 4 p.m. to 6 p.m. HCP have facilitated this by arranging free car parking, organising the sheep trail and publicity, and asking the youth club to run Santa's Grotto. There will be no stalls or pitches. 6.2. Support is being drummed up for an event on Friday evening. It is a matter for the traders whether they want to support either or both events. 6.3. Concern was raised about whether HCP would be considered the organisers from a risk/insurance point of view. It was agreed that the publicity material would be amended to try to avoid that impression. 6.4. The Raspberry Noggin recorders have revealed a decrease in footfall in the High Street, which could be due to the closure of the Banks. An ATM site has been identified and Barclays are making an assessment of the security.
7.	Leader Visitor Economy Bid: 7.1. The bid has been successful to the extent of £24,722.46. The shortfall is for the web design. Carol is in contact with the supplier to the PC as it would make sense to use the same designer. 7.2. Carol recorded her thanks to Richard Chalk for his help in preparing and submitting the bid and would pass this on to Lionel Barnard. 7.3. HCP must keep an asset register and maintain the equipment for 5 years. 7.4. The PC has agreed to make the bridging loan of up to £20,000 to cover the period between payment and receipt of the grant. It is hoped that this will be completed and repaid before the end of the financial year. 7.5. Mike agreed to help Carol with the web design, and Anthony with the wayfarer signs.
8.	Articles of Association: It was agreed in principle that the articles should be changed to allow directors to be appointed other than the officers of the company. The members present signed a requisition to that effect with a view to there being an extraordinary general meeting in December to vote on the proposed change.
9.	Parish Council: 9.1. Elaine will not be attending meetings until possibly the end of November due to a bereavement and holiday.

	<p>9.2. An offer has been made to an applicant for the full time deputy clerk role. The deadline for applications for administration clerk is 22 October. There have been a number of applications for the part time works officer role.</p> <p>9.3. Ann D chairs the museum committee which Richard is on. The PC would like to transfer responsibility for the museum to another organisation.</p> <p>9.4. The link road is not yet finished. It has been delayed by problems with drainage and tree roots. The path is finished.</p> <p>9.5. There have been no significant planning applications. The issues have been house extensions, garage conversions and works to trees in the conservation area.</p>
10	Older People's Group: Leo had circulated the minutes of the last meeting.
11	HDCPF: Again the minutes had been circulated. Glen Chipp of HDC was very supportive of Community partnerships.
12.	<p>AOB: 12.1. Gallery BN5 is going to remain open.</p> <p>12.2. Olivia Pugh has sadly died at St Barnabas' Hospice. The walk on 21 October will now be a memorial walk. The Brain Tumour charity will be attending to film the event. Emma Osman will need some marshals to police parts of the route. Details of what and where required are awaited.</p> <p>12.3. The PC have in hand the organisation of Remembrance Sunday on 8 November.</p> <p>12.4. Art exhibition preview night is on 26 October.</p> <p>12.5. Ann D has sent Storrington CP details of the HAP project as they were interested in replicating it there..</p> <p>12.6. The Camera Club are running a "Henfield Then and Now" exhibition in February featuring historic photos of Marjorie Baker and modern ones of Mike A.</p> <p>12.7. The November meeting will concentrate on a new action plan and members were asked to think ahead about what in the existing plan has been achieved and what to do next.</p>

Next Meeting

The next meeting will be at 7.00 p.m. on Thursday **8 November 2018** in The Committee Room Henfield Hall

Signed as a true and accurate record of the meeting:

Chairman:

Date signed: