



Meeting Agenda & Minutes

7.00 PM, 27th November 2019 | Location: The Hive, Honeywood Estate

Attendees

Committee Members (**X** for present, **A** for apology):

A	JM	A	AW	X	PD	X	LJ	A	EM
X	RM	X	TA	X	EMc				

Other Attendees:

HB

A quorum will be deemed complete if five committee members are present, at least two of whom are executive committee members.

Action Items From Previous Meeting

Action	Responsible Person
FAQs update still outstanding <ul style="list-style-type: none"> • Pets and Environment – council requirements • Security • Local Amenities and Services • Internet Action • Building Information • Public Transport and Parking • Other 	LJ RM PD RM JM – chat to MC LM TA
Christmas carols update – see section 8 of minutes	TA/EMc

Agenda/Minutes

(Please add your items below before 6:00 PM)

#	Discussion Item	Allocated Time
1	Opening the Meeting <ul style="list-style-type: none"> - Apologies from JM, AW, EM. - Confirm minutes from previous meeting Accepted: TA Seconded: PD - Go through actions list carried over from previous meeting(s) [above]. 	(5)
2	President's Report <ul style="list-style-type: none"> - New proposed committee member: HB - Outline proposed roles being looked for. 	(10)
3	Treasurer's Report <ul style="list-style-type: none"> - 	(5)
4	Marketing & Media <ul style="list-style-type: none"> - Birthday shout outs for committee members. - FB event for each of the committee meetings - Passed unanimously. - Need to increase our presence on Social Media. - Discussion on FB page members and rules for acceptances/removing members etc. 	(10)
5	Memberships: Financial & Facebook <ul style="list-style-type: none"> - Members reports output dates: 15/01/2020; 31/03/2020; 30/06/2020; 30/08/2020; 19/10/2020. 	(10)
6	Community Security & Wellbeing <ul style="list-style-type: none"> - Official nomination of HB as new Social Media role member. Accepted unanimously. - Still looking for a Neighbourhood Watch and Community Wellbeing representatives. 	(10)
7	Community Projects <ul style="list-style-type: none"> - 	(10)
8	Community & Committee Events <u>Christmas carols for 2019 (14/12/2019):</u> <ul style="list-style-type: none"> - Sausage Sizzle: Approach Lions to see if they can assist (voluntary). <u>Action: PD</u> - If Lions unable to assist, alternative for sausage sizzle – post on FB page for volunteer(s). - Coffee and Ice-Cream Vans booked. - Candles being ordered. <u>Action: JM</u> - Songbooks: last year not many sold due to high cost and inability to pay by card. Propose give them for free this year. Passed unanimously. Need to design book and print 100. <u>Action: PD</u> - Glow sticks: look into bulk purchasing <u>Action: RM</u> - Picnic hampers: pre-order only if go ahead. <u>Action: JM</u> - Lolly bags: \$10 bags for community fundraising, sell on the day. <u>Action: TA/HB</u> - CoK have concerns re: extra bins going missing as over a weekend. HRG will 	(20)

	<p>store bins at the school. To be discussed with CoK. <u>Action: EMc</u></p> <p><i>Update on performers from JM:</i></p> <ul style="list-style-type: none"> - 27 songs/acts between 6.30-9.00pm. - Rough run sheet in place, in progress. <u>Action: JM</u> - \$1000 allocated for paid performers. <p><u>Events calendar for next year:</u></p> <ul style="list-style-type: none"> - Harmony Day: Proposed for 28/03/2020 so not to clash with WPA. - RSPCA Cupcake Day: Proposed for 16/08/2020. To be booked yet. - RUOK Day Quiz Night before RUOK Day to raise funds for Halloween. Proposed date for Quiz for 12/08/2020. - Then Halloween Event 31/10/2020. Need to discuss HPS to see if will clash with school event. <u>Action: PD</u> - Christmas Carols: Proposed for 12/12/2020 so not in school holidays. 	
9	<p>Resources & Operations</p> <ul style="list-style-type: none"> - Use of The Hive for future committee meetings – have booked dates for next 12 months (see below). - Consensus 8 per year, approximately every 6 weeks with extended break over Christmas/New Year. Planned dates: 04/02/2020; 17/03/2020; 28/04/2020; 09/06/2020; 21/07/2020; 25/08/2020; 22/09/2020; AGM: 13/10/2020; 24/11/2020. - Small Business “meet and greet” quarterly meetings. Planned dates: 30/01/2020; 27/04/2020; 27/07/2020; 26/10/2020. - December Market Stall 08/12/2020. Book in further dates for 2020, yet to be booked. - Office 365 App for tracking actions – Passed unanimously. 	(5)
10	<p>General Business/Matters Arising</p> <ul style="list-style-type: none"> - Nominated for volunteer group of the year – HRG as community group of the year, and Jo Minney as citizen and volunteer of the year. 	(4)
11	<p>Scheduling Next Meeting</p> <ul style="list-style-type: none"> - Next meeting to be locked in (scheduled for 04/02/2020). 	(1)
CLOSED	8.30pm	
		(90)