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| **1.** | **ATTENDANCE AND APOLOGIES FOR ABSENCE** |
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|  | **PRESENT:** |  |
|  | **Committee Members:** |  |
|  | Simon Taylor (ST) Isabella Paton (IP) |  (Chairman) (Membership & Secretary) |
|  | Helen Newman (HN)George Woods (GW)Jackie Fahey (JF) |  |
|  | **Guests:** |  |
|  | Stephen Parker (SP)  | (District Councillor) |
|  |  |  |
|  | **APOLOGIES:**  |  |
|  | Sam Hallam Wright (SHW)Natasha Barker (NB) | (Vice Chairman) (Treasurer) |
|  | Nicola Saunders (NS) |  |
|  | Phil Fahey (PF)  |  |

1. **AGREEMENT OF PREVIOUS MINUTES & MATTERS ARISING**

The minutes of the previous meeting were agreed as a true and accurate record of the meeting. The majority of matters arising were either completed, or covered by agenda items.

1. **Development Plan**

The estimated costings for each of the items on the Development Plan has been included, along with some other minor amendments/clarifications. The Committee ran through these changes and agreed that the draft Development Plan was ready for submission to Fleet Town Council. Isabella agreed to attend the RLA committee and requested another Committee member to join her. It was noted that the date for the RLA committee meeting clashes with the next FOAF committee meeting.

**Action Point**

* Submit draft to Fleet Town Council for submission to the January RLA committee.
* 2 Committee members to attend RLA
1. **Financial Report**

No Update.

1. **Events diary**

The Committee reconfirmed the agreement that FOAF events will only take place if there is one person committed to leading the organisation of an event and at least two other Committee members prepared to support and share the organisation.

1. Christmas Carols – This event had not taken place due to lack of Committee support.
2. Pub quiz – this is arranged for Sunday 25th January. IP agreed to reconfirm the date with Alyson & Matt Chorley, the quiz masters. It was agreed that IP would lead this and Helen/Jackie would support.
3. Spring action day – it was agreed that the date for the spring action day should be Saturday 18th April. The tasks to be undertaken would depend on the outcome of Development Plan discussions with Fleet Town Council.

**Action Points**

* Book Community Centre & speak with Fleet Future
* Publicise pub quiz
* Write to beavers/cubs/scouts/explorers to obtain help for spring action day
1. **Christmas Cards**

FOAF usually issue electronic Christmas Cards to members. HN agreed to investigate this.

**Action Points**

* HN to investigate how to do this
1. **AGM**

It was agreed that Helen, Jackie and Isy would lead the organisation on this.

AGM – it had previously been agreed that this be held on Monday 16th February at the community centre.

It was agreed that the main focus of the meeting should be a presentation on the Development Plan and that refreshments should not be offered at the meeting, but that attendees should be invited to join the Committee for a drink at the Falkners Arms after the meeting.

1. **Swings / Basketball Hoop**

Ongoing

**Action Points**

* IP to progress the equipment order and investigate tarmac
1. **Membership Update**

No new members in the last month.

1. **FOAF leaflet – Marketing & Publicity**

It was agreed that an electronic version of the FOAF information leaflet be circulated and that the review of this should be the main focus of a future meeting.

1. **ANY OTHER BUSINESS**

IP confirmed that whilst keen to remain on the Committee, having acted as temporary secretary and web master for 18 months, she would not be continuing in these rolls from 31st December. In addition, having served as Membership Secretary for 4 years, she would not be continuing in this role from the next AGM. A Treasurer is also required as Natasha will be stepping down from the Committee from January 2015.

It is therefore important that other volunteers are found to fill these roles.

Helen and Jackie agreed to jointly cover the Secretary role and possibly the Web Master role.

**Action Points**

* All Committee members to volunteer / find new committee members to fill these roles.
* IP to issue an email to members to request new committee members.
* IP to arrange a training session regarding how to update the web site.
* HN to speak to Kate Sutton about the possibility of a volunteer from the Explorers group.
1. **NEXT MEETINGS (3rd Wednesday of the month)**

21st January

AGM 16th February

18th February