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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) |  |
|  | **Guests:** |  |
|  | Stephen Parker (SP)  | (District Councillor) |
|  |  |  |
|  | **APOLOGIES:**  |  |
|  | Sam Hallam Wright (SHW)Natasha Barker (NB) | (Vice Chairman) (Treasurer) |
|  | Nicola Saunders (NS) |  |
|  | Phil Fahey (PF) Jackie Fahey (JF)George Woods (GW)Paula Clinch (PC)Nigel Clinch (NC) |  |

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. **Financial Report**

The audit is ongoing.

1. **Events diary for rest of the year**
2. Christmas Carols – update to be confirmed
3. Halloween Party – update to be confirmed
4. AGM – it had previously been agreed that this be held on Monday 16th February at the community centre.
5. Spring action day – it was thought that it would be good to hold a spring action day. 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
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
* IP to source photograph from last year’s Christmas Carols
1. **Development Plan**

The changes agreed with Fleet Town Council have been included in the Development Plan for some time. The one remaining item to be included is the estimated costings for each of the items. IP and GW are meeting on 10th December to estimate costs. HN will join them. It was suggested that the rest of the Committee be invited to HN’s house on the evening of 10th December to discuss the costs. The Development Plan draft should then be signed off ready for submission to FOAF at the next FOAF committee meeting on December 17th.

**Action Points**

* Estimate costs for each item on the Development Plan
* Finalise & Agree draft
* Submit to Fleet Town Council
1. **Swings / Basketball Hoop**

IP confirmed that she was in liaison with Fleet Town Council to order this equipment. SP suggested speaking to Sharyn Wheale about whether Hart District Council may be able to help with tarmac for under the basket ball hoop.

**Action Points**

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

No new members in the last month. FOAF leaflet to be reviewed.

**Action Points**

* IP to keep leaflet review on agenda for next 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. It was therefore important that other volunteers were found to fill these roles.

**Action Points**

* All Committee members to volunteer / find new committee members to fill these roles.
1. **NEXT MEETINGS (3rd Wednesday of the month)**

17th December

21st January

AGM 16th February

18th February