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

IP presented the Development Plan to the RLA this evening (21st January) and it was agreed! Thanks and congratulations to all involved in it’s creation.

**Action Points**

* IP to put an update on the website.
1. **Financial Report**

IP has been told by NB that the accounts will be ready for the AGM.

We have not had the accounts examined by a neutral third party.

**Action Points**

* ALL to seek out a neutral third party willing to examine our accounts.
1. **Events diary**

The Committee re-confirmed 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. Pub quiz – this is arranged for Sunday 25th January. The quizmasters Alyson & Matt Chorley have confirmed the date. JF and HN have had a meeting to ensure that the raffle is organised. HN has re-confirmed arrangements with the Falkners Arms.
2. Spring action day –the date for the spring action day is Saturday 18th April. It was agreed that it would concentrate on the pond and wildflower. HN and IP will liaise with the Explorers and Cubs respectively to seek their involvement
3. It was agreed that we should ask what events people would like to do at the AGM.
4. Easter Egg Hunt – it was agreed that it has been a very popular and successful event in the past and we should try to do it again this year but we were not sure of what it entailed.
5. Beer Festival and Fashion Show – no update. Needs further discussion.
6. Kids Sports Day / Evening / Picnic – We felt this would be a good idea, and discussed holding it in July, possibly at the end of term. Needs further discussion.

**Action Points**

* IP to liaise with Paul (Diversity Officer) regarding our requirements for the Spring Action Day
* IP to liaise with beavers/cubs/scouts/explorers to obtain help for Spring Action Day
* IP to speak with NB and Lisa Nicholson regarding how the Easter Egg Hunt was organised last year and how much it involves.
1. **AGM**

It was agreed that Simon will chair the meeting and Helen will organise the documents and slides as IP will not be available. There will be a pre-meet one week before the AGM to finalise the slides and documentation. Note – we do not currently have access to a projector.

The date is set for Monday 16th February at the community centre. The community centre is booked.

See above – Events diary. It was agreed that we should ask what events people would like to do at the AGM.

As agreed in the previous meeting the main focus of the AGM will be a presentation on the Development Plan. Refreshments will not be offered at the meeting but attendees will be invited to join the Committee for a drink at the Falkners Arms after the meeting.

**Action Points**

* HN to send out dates for the AGM pre-meet
* HN to provide the laptop for the AGM
* ALL to seek use of a projector for the slides
1. **Swings / Basketball Hoop**

The money has been paid and delivery / installation will be in February 2015. IP has applied for a £1,000 grant from the council to cover the cost of the tarmac under the basketball hoop. There has been no feedback on the grant yet.

**Action Points**

* IP to follow up on the grant application.
1. **Membership Update**

Over 25 homes have renewed their membership already.

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

It was agreed that this needs a separate session and will be a main focus of the next meeting along with a wash-up of the AGM.

1. **ANY OTHER BUSINESS**

IP asked whether other people could take on the role of looking after the FOAF email address, perhaps on a rota basis.

Other committee positions will still need to be filled. It is important that other volunteers are found to fill these roles. IP has made contact with two new people who may be willing to join the committee.

At the last meeting HN and JF agreed to jointly cover the Secretary role and possibly the Web Master role. IP has sent out the Web Master role description.

**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.
* IP to send the FOAF email address and access to the whole committee for them to view.
1. **NEXT MEETINGS (3rd Wednesday of the month)**

AGM 16th February

TBD in February