|  |  |  |  |
| --- | --- | --- | --- |
| **1.** | **ATTENDANCE AND APOLOGIES FOR ABSENCE** | | |
|  |  |  | |
|  | **PRESENT:** |  |
|  | **Committee Members:** |  |
|  | |  |  | | --- | --- | | Simon Taylor  Helen Newman  Isabella Paton  Jackie Fahey  Chris Scott  Oliver Hockman  Brooke Stern | (Chairman)  (Treasurer)  (Secretary)  (Membership) | |
|  | |  | | --- | | **GUESTS:** | | |  | | --- | | Stephen Parker – Hart District Council  Richard Taylor – Community 1st Response, South East Coast Ambulance Service | |   **APOLOGIES:** |  |
|  | Ian Trodd |  |
|  |  |  | |

1. **Agreement of previous minutes & matters arising**

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

1. **AED – Community Defibrillator**

Richard Taylor was welcomed to the meeting and thanked for his help, with Chris in getting the defibrillator installed. Richard is arranging for the defibrillator to be registered both with the manufacturer, to extend the warranty from 7 to 10 years and also with the ambulance service.

The FOAF committee agreed to check the defibrillator periodically (at least monthly) to ensure it is in working order, with batteries and pads that are functional and in date. These will be in addition to the checks that are carried out by the Community 1st Response team. Richard has kindly prepared an information folder which will live in the cabinet. The ambulance service are able to provide the pads, as well as an adapter to provide compatibility with the ambulance equipment.

Advertising to take place, making use to social media, local newspaper, FOAF/HVA newsletters, FOAF members, local residents / retailers etc. All to encourage as many people as possible to join in training on its use.

Training session(s) to be arranged. Approx. 10 – 20 people max, taking approximately 2 hours. This training will also include resuscitation techniques/CPR. Isy to find out when the Community Centre is free to try to arrange the training session(s).

**Action Points**

* Agree a date, depending on availability at the Community Centre (All)
* Book Community Centre (Isy)
* Find volunteers to be trained (All)
* Advertise (All)

1. **Action Day 20th May**

The Action day is this coming Saturday. Agreed to concentrate on clearing the main path through the woods and litter picking. Starting to clear brambles at Farm Drive entrance if time / weather permits. Isy has collected gardening & litter picking equipment from Fleet Town Council.

**Action Points**

* Cakes to be made (Brooke, Isy, Helen, Jackie)
* Tea/Coffee/Milk etc to be purchased (Helen)

1. **Fence Project / Fund raising**

Isy / Helen have applied to the Fleet Lions for their Lion’s Den to raise money towards the new fence for the under 5’s play park, along with a new safety barrier at the Farm Drive entrance and hedging/planting around this. Simon / Helen to attend the Lion’s Den on 1st June.

The Hampshire County Councillor grants open from 1st June.

Helen provided an outline of the new Hart Lottery and it was agreed that FOAF should join this.

**Action Points**

* Attend Lion’s Den (Helen / Simon)
* Apply for HCC grant(s) (Isy)
* Apply for Hart Lottery (Helen / Isy)
* Advertise for people to choose FOAF and join Hart Lottery (all)

1. **Financial Report**

The new bank account is live.

1. **Membership Update**

17 new members joined / renewed membership at the Easter Egg hunt. 2 new members have joined since. Total paid up members is currently 47. Jackie to provide a list of people who were members, are not on email and have not renewed their membership so that paper membership forms can be posted through their doors.

**Action Points**

* Issue reminder email to previous members (Jackie)
* Post paper membership form through doors for those not on email. (all)

1. **Events**

This is carried forwards to the next meeting.

1. **ANY OTHER BUSINESS**

A newsletter needs to be drafted, suggested topics are: encouraging new members, defibrillator & training, fence project & fund raising, Hart lottery. FOAF may need to pay for printing – options to be looked at.

The onion still needs paving slabs fitted. Isy has chased the Council.

**Action Points**

* Draft a newsletter (Isy to provide outline / all to provide articles)
* Confirm newsletter printing options / costs
* Order a new banner
* Chase council re paving slabs (also needs a FOAF a plaque)

1. **NEXT MEETINGS (usually 3rd Wednesday of the month)**

Wednesday 21st June, Wednesday 19th July. No meeting in August.