

LEISURE DIRECT

Minutes of Executive Committee Meeting Held on Friday 22nd April 2016 in the Blue Room, The Icknield Centre, Letchworth

Present

Gil H (Chairman)
Sam P (Vice-Chair)
Claire S (Leisure Organiser)
Claire J (Committee Member)
Ian C (Committee Member)
Roselyn M (Committee Member)
Janet L (Committee Member)
Chris P (Committee Member)
Sandra M (Committee Member)
Sylvia E (Committee Member)
Frances F (Committee Member)
Margaret F (Secretary)

Apologies

David W (Treasurer)

1. Minutes of the Last Meeting

These were agreed and signed by the Chairman.

2. Matters Arising

Variety Express - we have complied with their selection process (to decide who gets a donation from the proceeds of their shows) and have sent in a letter of application asking for a contribution towards the cost of the Christmas party.

Trustee Liability Insurance - Gil has looked into this carefully and a comprehensive charity trustee assurance policy has been taken out in addition to the insurance we already have.

Strapline - having had no response from the request in the last Newsletter for suggestions for a new Strapline, Sam has now suggested "Social Inclusion Opportunities for Adults with a Learning Disability" which everyone liked and agreed should be used in future on our headed paper.

Action Claire Smith

3. Chairman's Report

Gil gave out copies of his report.

4. Fundraising Sub-Committee

Chris reported that:

The sale table at Westmill on 12th April raised £59.60

The Coffee morning at Church House in Hitchin on 19th March made a total of £272.80 although some of the money was raised after the event.

Future events:

Charity Walk 22nd May

Welwyn Garden City charity car park, 2nd July

Stall at the Lion's Fun Day, 23rd July. This may be on a smaller scale than usual as it is the same day as the Learning Disability Sports Day and volunteers will be needed for both events.

Charity Swim - it was agreed that we will support the Charity Swim at the Odyssey Club in Knebworth and also run our own at Hitchin Pool. Dates to be advised once we know when the Knebworth swim will take place.

Members will be able to choose which one to support.

Bag packing at Morrison's on 7th May

Bag packing at Tesco Baldock on 15th October

Ongoing: copper jar, easyfundraising, easysearch and just text giving.

5. Grant Application Sub-Committee (GAS)

Gil gave out copies of his report. The committee thanked Gil for his persistence in looking for and applying for grants - and succeeding!

6. Treasurer's Report

There were two monthly accounts summaries, prepared by Sarah, one to 29 February 2016 and one to 31 March 2016.

Claire reported that Julie W, our prospective new Treasurer, has met with Sarah and Gil, and her CRB and references are satisfactory. She will be coming to the volunteers' meeting. The times of future committee meetings will be changed to ensure Julie is able to attend.

7. Leisure Organiser's Report

Claire gave out copies of her report.

8. Safeguarding

This will be discussed at the next volunteers' meeting. Those volunteers not able to attend the meeting will be updated on safeguarding matters on a 1-1 basis.

9. Correspondence

Leaflet about POhWER's "Shout about it" event at the Stevenage Leisure Centre on 5th May. We have a stall.

Photo in The Comet of our members and volunteers at the Hitchin Church House coffee morning on 19th March with an accompanying article.

Garden House Hospice "Open House" newsletter.

10. Any Other Business

The committee agreed that Sandie F be offered the role of volunteer with Leisure Direct once she has completed her 5 probationary activities.

Claire reported that we have received a cheque for £858 with respect to Gift Aid.

Our HCC funding is now in.

Claire reported the excellent news that, as a result of the monitoring exercise carried out by our Commissioning Officer, Tom Johnson, we achieved 95.2%, which is excellent. We were scored lower on safeguarding as we do not insist on volunteers going on the safeguarding course. In future, safeguarding will be part of the induction process for new volunteers. We were also scored lower on not making members more aware of our complaints procedure. We will issue a booklet for all members, to cover this and other useful information.

Sandra mentioned the possibility of visiting Kew Gardens, which has some recent innovative features

Gil informed the committee that the Icknield Centre has recommended a 10% increase on our monthly office rental from 11th July 2016 (2 years since we moved in). It was felt that this is a large increase and Claire will question whether this is justified in view of the continued low interest rates.

Action Claire Smith

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11. Dates and Times of Next Meetings

1.30 pm on Friday 27th May 2016

1.30 pm on Friday 24th June 2016

both in the Blue Room, The Icknield Centre, Letchworth