

## LEISURE DIRECT

### Minutes of Executive Committee Meeting

Held on Friday 23<sup>rd</sup> September 2016

#### **Present**

Gil H (Chairman)  
Sam P (Vice Chair)  
Claire S (Leisure Organiser)  
Chris P (Committee Member)  
Sandra M (Committee Member)  
Claire J (Committee Member)  
Roz H (Committee Member)  
Joshua W (Committee Member)  
Pat W (Committee Member)  
Frances F (Committee Member)  
Margaret F (Secretary)

#### **Apologies**

Julie W (Treasurer)

#### **1. Minutes of the Last Meeting**

These were agreed and signed by the Chairman.

#### **2. Matters Arising**

There has been a meeting of the Staffing Sub-Committee - see Staffing Matters.  
A thank you letter has been sent to our art tutor, Suzy, who donated £47 from the proceeds of her Art Sale.

Sharon tried to contact Sainsbury's about 3 weeks ago but they still have not informed us that we have not been chosen as their Charity of the Year.

Welwyn Garden City charity car park – see Fundraising

Julie, who was unwell and not able to attend this meeting, sent an e-mail to say that she has contacted Scottish Widows who have confirmed that a charity is still covered by the government financial protection scheme up to £75K. She will monitor this and advise if/when action is needed.

Sam has sent photo symbols for Easy Read to Claire and Sharon who may contact HCC for further information.

#### **3. Chairman's Report**

Gil gave out copies of his report.

#### **4. Fundraising Sub-Committee**

Chris has spoken to other members of the sub-committee and it was felt that we should not book the Welwyn Garden City charity car park in future.

Chris reported that we were one of the charities chosen by Letchworth Open Gardens when a number of gardens were opened to the public on Sunday 19<sup>th</sup> June with some people providing tea and cakes. We have now received a cheque for a magnificent £616. Margaret will write a thank you letter which will also advise that

we are going to put the money towards the cost of the Christmas party which will enable all members to attend, regardless of their financial circumstances.

**Action Margaret F**

£47 was raised from the proceeds of Suzy's art sale. A thank you letter has been sent.

On 17<sup>th</sup> September we were one of several charities who participated in an event at Church House, Hitchin. We ran a tombola stall and a sale table and raised £56.50. Volunteers were there for 5 hours and it has been agreed that this venue is not well supported by the public.

Future events:

There will be a tombola stall and sale table at the disco at Westmill on 27<sup>th</sup> September.

The swimming gala at Hitchin pool will be held on 9<sup>th</sup> October.

Bag packing at Tesco Baldock on 15<sup>th</sup> October.

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

Chris said that a friend of hers, some time ago, had offered to take photos at the Christmas party. Photos would be taken at the request of a member or group of members. She will find out more details but it was generally thought to be a good idea.

**Action Chris P**

5. **Grant Application Sub-Committee**

Gil gave out copies of his report.

6. **Treasurer's Report**

In Julie's absence, Claire gave out copies of the accounts, as prepared by Sarah, for the 5 months to 31st August 2016. Julie reported by e-mail that she did not feel that the lower account balance was a cause for concern.

7. **Leisure Organiser's Report**

Claire gave out copies of her report which, as always, was read with interest.

8. **Safeguarding Adults at Risk**

No issues to report.

9. **Correspondence**

Getset Programme – activities for people with a disability run by Three Rivers District Council which is in the Watford area.

A thank you e-mail from Bob Mills who is the Charity Walk Organiser for Letchworth Rotary Club. They raised £7500 from the walk of which we contributed £385. The date for next year's Charity Walk is Sunday 21<sup>st</sup> May 2017.

Potters newsletter and £10 per person per night saving offer.

Sandra has some fact sheets about epilepsy. She also showed the committee a newspaper article about anti-bacterial hand wash which may not be as effective as plain soap and water.

#### 10. **Any Other Business**

Claire showed photos of 3 new members who have joined Leisure Direct. New prospective volunteer Elaine H has completed 3 activities. The committee agreed that, when she has completed 5 activities, she should be offered the role of volunteer with Leisure Direct.

**Action Claire S**

Claire said that we have a number of items to sell and suggested we set up a charity eBay account where the costs are lower. This would also involve setting up a PayPal account. To be discussed at the next meeting.

**Action All**

The Letchworth Festival will be held from 10-25 June 2017. Claire attended a meeting about plans for the festival and felt it would be a good opportunity to raise the profile of Leisure Direct. She suggested we could run a stall at the open day and/or put on an event, featuring our members, which members of the public could attend. Claire asked committee members for ideas and suggestions of what kind of event we could consider.

**Action All**

Gil said that Josh is now a fully qualified Trustee of Leisure Direct.

Claire and Gil will represent Leisure Direct at the AGM of the North Herts CVS.

#### 11. **Staffing Matters**

A meeting of the Staffing Sub-Committee was held prior to this Executive Committee meeting and attended by Dave W, Sam P and Gil H. Gil will be writing minutes. The sub-committee will look at how we manage the staff and will look at salaries, pay scales and other procedures and policies asked for by the Charity Commission including having a risk management policy and a managing volunteers policy.

Unfortunately Sharon has been called for Jury Service from 6<sup>th</sup> November which will cause a major problem to Leisure Direct and there will be a need for extra help from volunteers and further discussions on how to manage this situation – which is for a minimum of 2 weeks but could be much longer.

#### 12. **Next Meetings**

Friday 28<sup>th</sup> October 2016

Friday 25<sup>th</sup> November 2016