

LEISURE DIRECT

Minutes of Executive Committee Meeting Held on Friday 26th August 2016

Present

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

Apologies

Sandra M (Committee Member)
Roz H (Committee Member)

1. Minutes of the Last Meeting

Item 10. Any Other Business. Spelling error: "Bravehearts" should read "Braveherts". Otherwise the minutes were agreed.

2. Matters Arising

Sam said that he felt that members who do not turn up for subsidised events (without a good reason) should pay the full cost of the activity.

Julie reported that Lloyds Bank now concentrate on one "Charity of the Year" (this year it is Children in Need) and their branches no longer support local charities or have a staff member as a charity representative.

Welwyn Garden City Charity Car Park - see Fundraising
Charity Swim - see Fundraising and Any Other Business
Sainsbury's Charity of the Year - see Fundraising
Church House, Hitchin - see Fundraising

Information about Braveherts Rugby trip to Spain will be in the next Newsletter.

Karen W has been offered and accepted the role of volunteer with Leisure Direct.

Claire, as requested by Julie, has provided a guide of coach/volunteer costs on day trips with a view to considering reducing costs to members by using Leisure Direct funds.

Julie proposed that Leisure Direct covers half the cost of the coach for day trips, to be reviewed after 6 months.

Seconded by Claire J
Agreed unanimously

The cost for the holiday coaches will be paid for by Leisure Direct though part or all of the costs may be covered by grants, donations or fundraising.

Staffing - Dave W and Sam P will join Gil on the Staffing Sub-Committee. A meeting to be arranged.

Action Staffing Sub-Committee

3. Chairman's Report

Gil gave out copies of his report.

4. Fundraising Sub-Committee

Chris reported that;

The Lion's Fun Day on 23rd July raised £290.

The raffle on the Potters Coach raised £27.

Sainsbury's Charity of the Year: although we have not been informed, Margaret saw a notice in Sainsbury's Corey's Mill to say that the Firefighter charity (who was the only other charity in competition with Leisure Direct) is going to be their "Charity of the Year". Gil said he will phone them anyway.

Action Gil H

Future events:

On 17th September we will have a sale table and tombola at Church House in Hitchin from 9 am to 2 pm as part of an event run by North Herts CVS to help promote 6-8 charities who are NHCVS members. We will need several volunteers for two shifts (9-11.30am and 11.30-2pm) and items for the tombola. Pat offered to help. Claire will e-mail volunteers.

Action Claire S

One lane of Hitchin Swimming Pool has been booked for 9th October between 6-7pm for our fundraising sponsored swim. The entry cost will be £5 to swim a maximum of 5 lengths. Sponsor forms will be issued prior to the event. See Any Other Business.

There has been no meeting of the Fundraising Sub-Committee so no decision has yet been made regarding booking the Welwyn Garden City Charity Car Park for next year.

Action Fundraising Sub-Committee

On 15th October there will be a bag packing day between 10-2 pm at Tesco Baldock.

Ongoing:

Copper jar, easyfundraising, easysearch and just text giving.

5. Grant Application Sub-Committee (GAS)

No suitable grant opportunities found this month. Gil has written to Baily Thomas and sent them a copy of our Annual Report, which gratefully acknowledges their grant of £5000 for core funding.

6. Treasurer's Report

Julie gave out copies of the accounts for the 4 months to 31st July 2016 prepared by Sarah. She reported that she is now able to view all bank accounts and will be reviewing all the accounts to ensure the best options for the charity. She hopes to be able to report on this next month.

Action Julie W

Julie has looked at recent, outstanding invoices and confirmed that there was nothing unexpected.

Gil said that the Charity Commission is now asking for our bank account numbers, sort codes etc. Julie confirmed that this is OK.

7. Leisure Organiser's Report

Claire gave out copies of her report which, as always, generated much discussion and praise for the extensive summer programme.

Sam will provide Claire and Sharon with The Herts Guidance on Easy Read.

Action Sam P

8. Safeguarding

We now have an Easy Read Safeguarding Policy available on-line.

9. Correspondence

e-mail from Suzy, our Art tutor, who raised £47 for Leisure Direct by donating part of the proceeds of an art sale held in her garden. The money will be used for the Art Club and a thank you letter will be sent.

Action Margaret F

The Learning Disability Services have produced an easy read booklet "Sex and Relationships for People with Learning Disabilities" and have agreed to assist us with guidance as and when any relevant issues arise.

Potters Group News with festive special offers.

Information from HCPA (Hertfordshire Care Providers Association) offering membership for an annual £60 subscription. It was agreed that this is not relevant to Leisure Direct.

Letter from Westmill Community Association advising that the new building will be ready by 12th September.

10. Any Other Business

Chris asked for ideas for the next Volunteer Social Evening.

Claire said that the Odyssey Club will not host the ASSSD Swim (Annual Sponsored Swim Stevenage and District) this year and we have been advised that this will now be held at Stevenage Swim Centre on 16th October. Claire has asked to be included in the AGM and we will review it next year but will not be taking part this year as we have already organised our own Charity Swim.

Claire asked the committee if they felt that volunteers who are also bringing their own son/daughter to an activity should not claim travel expenses.

Julie proposed that Leisure Direct only pay travel expenses to volunteers when they travel to activities without their own family member.

Seconded by Chris P

Agreed by 5 committee members

Against: 3 committee members

Abstained: 2 committee members.

Carried.

11. **Staffing Matters**

See Matters Arising. Otherwise nothing to report.

12. **Next Meetings**

Friday 23rd September 2016

Friday 28th October 2016