



Steering Committee Meeting
Monday 4th July 2011 08.00pm Committee Room, Village Hall

Present: Tom Hawthorne (Chair), Carole Nicholson (Vice-Chair), James Anwyl, Mac Gardiner, Kelvin Speirs, Oliver St John

Apologies: Michael Ward

<u>Agenda Item</u>	<u>Discussion</u>	<u>Action</u>																								
1. Welcome and Apologies for Absence	Tom Hawthorne (TH) thanked everyone for attending.																									
2. Formal Approval of Minutes	The meeting approved the minutes of the last Steering Committee meeting held on 23 rd May 2011 (11/007). The meeting authorised CJN to place them on the VAP website.	CJN																								
3. Matters Arising	<p>3.1. Environment Day/Litterpick Project</p> <p>The meeting noted that due to a number of other events going on in June, it had not been possible to coincide a Plumpton 'litterpick' event with World Environment Day on 5th June. However, discussions had taken place with Brownies who may be interested in doing something in the early Autumn, which could perhaps be a village event, leading into a village-wide 'anti-litter' campaign. Alison Gardiner, however, is stepping down as the Brownies' leader, and whether the event takes place or not is very dependent upon a new leader coming forward. In the meantime MG undertook to suggest to Alison that other 'youth' groups, such as the Girl Guides, may be interested in participating. CJN agreed to discuss the idea further with Alison Gardiner.</p>	MG CJN																								
4. Treasurer's Report	<p>4.1. Income & Expenditure Summary</p> <p>Total funds brought forward at 19th April 2011 were VAP Bank £4,536.54; petty cash £147.32. Movements since 19th April, all previously approved by the Steering Committee, were reported as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: right;">Income</th> <th style="text-align: right;">Expenditure</th> </tr> </thead> <tbody> <tr> <td>05/11 ACoRP Station Partnership Scheme Grant</td> <td style="text-align: right;">250.00</td> <td></td> </tr> <tr> <td>06/11 Bat detector for PW&HG for use at the station as part of ACoRP bid funding</td> <td></td> <td style="text-align: right;">-156.25</td> </tr> <tr> <td>06/11 Donation from Lewes 3UA following tour of Plumpton Mill</td> <td style="text-align: right;">25.00</td> <td></td> </tr> <tr> <td>06/11 Correction to cost of leaflet dispenser</td> <td style="text-align: right;">7.80</td> <td></td> </tr> <tr> <td>06/11 Purchase of 'sheep' photograph</td> <td style="text-align: right;">6.00</td> <td></td> </tr> <tr> <td>06/11 Payment to Plumpton PC for insurance cover for notice-boards</td> <td></td> <td style="text-align: right;">-10.59</td> </tr> <tr> <td>Total movements</td> <td style="text-align: right;">288.80</td> <td style="text-align: right;">--166.84</td> </tr> </tbody> </table> <p>This leaves total funds available £ 4,805.82 as at 4th July 2011 as follows: In Lloyds Bank current account: £ 4,644.70 Petty cash £ 161.12 £373.11 for the PAM project, £20 for notice-boards and £55 for Pavilion enhancements, £200 donations held re Village Hall facilities to order of Business Team (Team discussing with various people the possibility of funds being used towards a new piano), £400 held on behalf of Youth Forum, £93.75 held on behalf of the Station Partnership Scheme, leaving Generic Funds of £3,663.96.</p> <p>4.2. Approval of Expenditure and/or Budgets</p> <p>The meeting approved the payment of £141.00 for the annual public and employers' liability insurance to Sussex Acre. The meeting hoped that it would be possible to merge insurance obligations for PC and VAP over the course of the next year.</p>		Income	Expenditure	05/11 ACoRP Station Partnership Scheme Grant	250.00		06/11 Bat detector for PW&HG for use at the station as part of ACoRP bid funding		-156.25	06/11 Donation from Lewes 3UA following tour of Plumpton Mill	25.00		06/11 Correction to cost of leaflet dispenser	7.80		06/11 Purchase of 'sheep' photograph	6.00		06/11 Payment to Plumpton PC for insurance cover for notice-boards		-10.59	Total movements	288.80	--166.84	
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<p>5. Update on Pavilion Project</p>	<p>5.1. Progress with Parish Council Discussions and Actions Arising</p> <p>At the previous meeting it had been agreed to submit with the formal proposal to the Parish Council for a new pavilion the following suggestions:</p> <ol style="list-style-type: none"> 1. The Parish Council and VAP to form a collaborative committee to take the project forward; 2. Acknowledge the need for a new building; 3. Commission a study to further gauge the revenue potential for the 1st floor; 4. Develop a car parking design solution; 5. Develop a business plan for the building and carparking; 6. Commission the Planning Application work. <p>At the meeting on 14th June, the Parish Council approved the first five proposals listed above. It felt that until further research work had been completed under steps 1-5 that item 6 needed deferring, with which the Steering Committee concurred.</p> <p>In order to progress on the Pavilion Project Collaborative Committee, the Parish Council has put forward Clare Eastwood as Chair of the Committee, with Steve Hayman as the second Parish Councillor. VAP was invited to put forward two members to the new committee. The meeting agreed that these should be Kelvin Speirs, and Oliver St John. TH and CJN would act as Deputies to both, to ensure that VAP was always adequately represented. The Steering Committee asked TH to write to Terry Thompsett, Chair of the PC, to advise him of these nominations and to make the following recommendations:</p> <ol style="list-style-type: none"> a) That the Collaborative Committee ask the user groups to nominate their representative; b) That the Collaborative Committee not only has a 'sporting' user represented, but also an 'other' user representative eg from Honeybees; <p>JA noted that Peter Baker had already sought advice from a firm of surveyors corroborating the revenue potential for the possible first floor offices. It was felt by the meeting that further survey work amongst the local businesses might usefully be carried out. CJN was asked to put this forward to the VAP Business Team.</p>	<p>TH</p> <p>CJN</p>
<p>6. Application for Charitable Status</p>	<p>CJN had sent MG a detailed analysis of the make-up of VAP's income in 2009/10. MG had made enquiries as to whether the fact that VAP had held certain grant funds for onward payment to other bodies meant that VAP did not trigger the threshold limit of £5,000 income in any one financial period. However, MG confirmed that VAP does need to apply for Charity Commission Status (by 31 August 2011 at the latest). The issue of 'qualifying' grants relates only if VAP were a holding agent. In this instance, the Trustees would have no influence on any decisions made regarding those funds. This was not the case in any of the grants earned in 2009/10 – as the VAP Steering Committee discussed strategy and made decisions on all of them.</p> <p>MG undertook to prepare some guidance on registration and what being Trustees of a Registered Charity means, as well as drafting the application form to the Charity Commission as soon as possible. This will be circulated to Committee members for comment and subsequent approval at a Steering Committee meeting. MG thought that there may be minor changes required to the VAP Constitution.</p>	<p>MG</p>
<p>7. Update on Playpark Project</p>	<p>KS and CJN reported that Meg Cutts was liaising with the Primary School regarding the children participating in the future design of the Playpark. To date the School Council had been briefed, and it was thought that each House may be asked to participate.</p>	
<p>8. Co-option to Steering Committee</p>	<p>The meeting noted that Michael Ward would shortly be moving to Paris due to work commitments and would therefore no longer be able to serve on the Steering Committee. Reluctantly, the Committee accepted MW's resignation. The members unanimously agreed that MW had been a valuable member of the Committee and asked TH to write to him to thank him for his input and advice over the three years.</p>	<p>TH</p>

	The meeting agreed that the VAP Team Leaders should be advised that the Steering Committee was seeking a volunteer to be co-opted on to the Committee for a period of one year to the 2012 AGM. CJN was asked to send an email to all Team Leaders to this effect. Further discussion would take place at the next Sub-Committee meeting on 11 th July.	CJN								
9. Any Other Business	<p>9.1. August 2011 Magazine The meeting agreed that this should include:</p> <ul style="list-style-type: none"> a) Update on the Pavilion project in terms of the new Collaborative Committee being formed; b) News of collaborative working on Road Safety issues between the PC Highways Chairman (Paul Nicholson) and the VAP Road Safety Team; c) News of the Monday Group Jumble sale; d) Announcement of the Vintage Harvest event at Townings Farm on 2nd & 3rd September e) Possibly news of Jubilee events in 2012. <p>9.2. Broadband Ruth Segal had alerted TH to a meeting at 7pm on 13th July called the 'Ouse Valley Rural Broadband Project' at the new Kingston Pavillion This is to be a Public Meeting with ESCC Economic Development officer to plan an application for funding for improved rural broadband provision. Representatives of all Ouse Valley villages are encouraged to measure local connection speeds as part of this initiative. Contact details are Ian Jacobson on iana.jacobson1@gmail.com. JA agreed to attend the meeting and CJN was asked to forward the details to the VAP Business Team.</p> <p>9.3. Jubilee Celebrations Both TH and CJN were aware of a number of residents showing support for a Plumpton Jubilee event and offering to help. CJN noted that Kathy Baker of the PC was also keen for there to be such an event. It was agreed that it would be an ideal event for the PC and VAP to jointly collaborate and asked CJN to liaise with Kathy Baker to establish if this would be possible. A notice could then appear in the magazine asking for volunteers to assist to come forward.</p>	JA CJN								
6. Dates of future meetings	<table border="1"> <thead> <tr> <th>VAP Sub-Committee</th> <th>VAP Steering Committee</th> </tr> </thead> <tbody> <tr> <td>Monday 11th July</td> <td>Monday 11th July</td> </tr> <tr> <td>Tuesday 6th September</td> <td>Monday 5th September</td> </tr> <tr> <td></td> <td>AGM Wednesday 28th Sept</td> </tr> </tbody> </table>	VAP Sub-Committee	VAP Steering Committee	Monday 11 th July	Monday 11th July	Tuesday 6 th September	Monday 5th September		AGM Wednesday 28th Sept	
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End of Meeting	The meeting closed at 21.10.									

Signed as a correct record:

CHAIR

(These minutes have been agreed by a quorum of the Steering Committee for lodging on the website. They are subject to ratification at the next Steering Committee meeting)