

Fairfield Association
Minutes of the meeting held
on: 21st Nov 2012, at: 49 Wingate Saul Rd, Lancaster

Present: Mandy Bannon (mins), Andrew Brennand (chair), Dave Brookes, Ken Capewell, Peter Callingham, Oliver Fulton, Ruth Haigh (Membership Secretary), Matt Homewood, Jane Parker, Ian Procter, Lindsay Robertson, Hilary Short, Mick Short.

1) Welcome by the chair

2) Apologies: Graham Brandwood, Tony Finn

3) Minutes of the last meeting: were accepted, other than two typos: Peter Callingham (with an *a*) and Robin Loxam (without an *h*).

4) Friends of Dallas Road Gardens

Lindsay Robertson explained that four local residents had been clearing brambles from the gardens, but would like to get more people involved. They looked at getting a noticeboard but it would have cost too much (£800) so now they are just laminating posters. They would like to be a sub group of the Fairfield Association so that they could use the website, expertise etc. To set up a separate charity would be time consuming.

The Council are responsible for maintaining the gardens, but has no plan in place for at least 10 years. The gardens need more benches and there are five oaks that need attention. Mick suggested asking Council's permission to work there first.

Andrew said he thought what the Friends were doing was a good thing and it fits within our remit. It would be good to liaise with the two schools (Dallas Rd School and Girls' Grammar) and the Kids' Club. What we require is a document that sets out their objectives, who they are and what they want to achieve, with estimates of work and the ability for the work to be carried out (they need to be autonomous). They would need to have minuted meetings and keep records of spending. Andrew offered to email Lindsay FOTT's Plan of Action document as a guideline.

5) Toolshed

There is no official news about the grant. Planning permission has been agreed. We have one estimate and will get another from Sam the architect.

The grant will be	£9,960
Rotary donation	£1,000 approx
LEF grant	£ 500
Fraser's contribution	
for asbestos removal	£ 300 + VAT

The work will cost £16,080 (minus VAT)so we will try and get the cost of the work down by VAT reductions: e.g if there is no water or electricity then you DO pay VAT so it would be a good idea to take an electricity line (that would count on its own) off the utilities line before Frazer's meter – he's happy to have a spur running off, or we could ask the council to pay on our behalf, as we do with the playground, as it's a small amount. Hilary will phone the charity's helpline again, to check.

Another way to reduce the cost would be to remove windows, which was agreed would not be a problem (especially if there is an electric light).

We may be able to use unallocated FAUNA funds which amount to 10k approx.

We can look at applying for another grant e.g. Awards for All - £3k e.g for a green roof, or Harold & Alice Bridges Trust for gap funding.

Ian stressed the urgent need for the shed, as tools are currently spread across four places and he has just put in a bid to buy a big piece of equipment that will require lots of storage space.

It was agreed to proceed. Hilary to contact Sam about managing the work and getting a structural engineer to design the foundations.

6) Treasurer's Report

Jane presented the following:

Co-op Account

Balance on 16/10/12	£45,815.97
Balance on 16/11/12	£48,452.59

Income - significant

Sustainability Grant	£ 3,500
Rural Payments Agency	£ 792.55
Just Giving – Fun Day	£ 100.00

(Vodafone's match funding for Olympic Torch fundraiser)

Received, but not banked yet:

Pampered Chef event	£ 180
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(Thanks to Annabel)

Expenses – significant

Asbestos removal – AA Services	£ 1080
Lancashire County Council	£ 500
Zurich additional insurance	£ 518.74

General, unallocated funds available: approximately £13,800

7) Membership & Newsletter

Ruth reported that we have 2 new members and 3 membership renewals.
The next newsletter is drafted and ready to go.

8)FOG Report

Mick reported that:

- Paul Mitchell has died. Paul was responsible for planting the trees in the orchard. There was an FA presence at his funeral.
- Volunteering has been good, thanks to Ian.
- An MA language student fundraiser is being planned in two weeks. Students pay £10 each – to look round FAUNA etc. Hoping to raise £300
- FLORA – nearly ready to sign the contract. Deadline for Heritage Lottery Fund is 31st Dec, so hopefully will be before then.

FOG documents: Ian presented the volunteers' booking form and agreement. He has sent a copy to Darren at the university (Green Lancaster) who supplies our uni volunteers.

The risk assessment is 19 pages long – appropriate for formal and informal volunteer sessions (e.g member of the Association wanting to do some ad hoc volunteering). The only condition is that the volunteer's name needs to be in Ian's book. Is based on activity related risks – though most activities are not risky – it includes preparations to reduce risk. Andrew described the documents as diligent and comprehensive. Mick proposed we adopt them. They'll be amended and put into Dropbox.

9)FOTT report

Dave, Peter, Andrew and Mick met previously to talk about risks regarding FOTT's relationship with F.A. As a result, Andrew produced a new Terms of Reference guide and FOTT produced a prospectus, laying out their store. Signing the lease might be an issue, and the site survey may throw up unknowns. Ian wondered what would happen if it's found the site was severely contaminated – would we end up with a huge bill? Andrew thought that we could put a clause into the lease to mitigate against this and Dave thought the landlords (Council and River & Canal Trust) would be too embarrassed to force a charity to pay. The main risk that Andrew could see was camping/anti-social behavior which had triggered FOTT in the first place, but he thought that as long as we work closely with the Police Community Officers, that that was not insurmountable.

On the whole there were no objections to the proposal that FOTT should be part of the F.A. It was agreed that FOTT looks like a potential credit to us. Andrew proposed and Mick, seconded the proposal, so pending their confirmation at their next FOTT meeting, FOTT is, as far as the F.A is concerned, officially a subgroup.

10) Playground Report

Andrew reported that Ken has mended the spring on the toddlers' play area gate.

Resurfacing – we have a purchase order from the Council and work will start in the next two weeks. We will be £2000 short so have started a campaign. Andrew proposed that we donate caroling and wassailing proceeds to the campaign.

Ian M is going to invoice us, but will donate £50.

Ken offered to look at the sharp edge under the slide – it may need rewelding. May be possible for Henry Hicks's friend to mend it.

The roundabout needs servicing.

Ian reported that two lights are out. Hilary to phone the County person in Spring (vandalism isn't so bad in winter).

11) Events

Past: Rotary Race Night – an interesting evening – Andrew was happy to get up and say a few words about the F.A before the betting started.

Future

Carol Singing – 5pm at Fraser's Cottage

Wassailing - John O' Gaunt Morris Men are attending – 3pm – 5pm – to include FLORA event beforehand.

12) Items of Correspondence

Hilary had a phone call from Land Registry re lease/land swap on land between playground and allotments gate. It may be possible to swear an affidavit.

13) Website & Facebook

The new test version of Google calendar is much better so it was agreed that Mandy would contact Julia to ask her to put it on live and arrange for officers and trustees to have editing rights too.

Andrew wondered who had set up Twitter on the website, and who was tweeting, if anyone?

Facebook – Andrew will put something on our page about Friends of Dallas Road Gardens.

14) Any Other Business – None this month

15) Date of next meetings

Wednesday 19th December 2012, Friends' Meeting House

7 – 7.30pm FLORA fields presentation – an opportunity to see plans and ask questions

7.30- 9pm F.A monthly meeting

Wednesday 23rd January 2012, Robert Gillow Pub, 7.30pm – 9pm