

Meeting of the Aro Valley Community Council Committee

Thursday 8th August 2019, 7-9pm

(Actions underlined)

Chairperson: Ingrid Downey (Co-chair),

Minute taker: Luke Allen (Secretary)

Committee members in attendance: Liam Hunt, Luca McDonnell, Martin Wilson, Tahiti Samina, Georgina Sapsford (Co-chair), Miguel Mitchell, Lexi Taylor, James Woods, Madeleine Rashbrooke

Staff in attendance: Lydia Madson

Apologies: Jay Buzenberg, Helen Baxter, Rebecca Ralph

Committee info list circulated by Lydia at the meeting to check

2. WCC Contract for Funding and WCC MOU *Circulated by Ingrid

Committee endorsed co-chairs to sign funding contract. Ingrid emphasised committee visibility of contract and reporting. Six monthly interim reports can now be written, bullet points, or “face-to-face” (verbally).

MoU was approved to be signed by last year's committee; it will now be forwarded to WCC (who reported that they did not have it on file). WCC may be proposing changes to MoU format in the future.

3. Appointment of an Auditor and an honorary Solicitor

Auditor: Accounting for charities. Agreed by committee.

Honorary solicitor: Noted that committee has the ability as per AGM to appoint one.

4. Information held by the Charities Commission

Helen to be requested to change officer details and submit annual accounts; also, to explore whether we can change wording of our purpose, and send proposal back to the committee.

5. Conflict of Interest issues: Committee membership and contracted positions

*Papers circulated by Ingrid

Ingrid spoke to the material circulated. Committee agreed retrospective endorsement of Russell's payment for this work as a one-off incident.

Committee agreed that Lexi and Tahiti (now committee members) may need to be paid for their time training new staff members, up to 20hrs each at their previous pay rate. Suggested that Employment Sub-Committee (SC) manage the contractual conditions of this.

6. Management letter *Previously circulated, noted

The Auditors wrote to AVCC suggesting that we

- 1) record performance of AVCC and evidence of output. Suggested using an Excel spreadsheet to record numbers of all classes
- 2) financial reporting to include budget variances. This will require a budget.

The committee intends to create a budget system to more easily to track expenditure and income against budget on a monthly basis. Treasurer and Finance subcommittee to prepare a budget.

7. WCC request for Emergency contacts (holder of keys/alarm code).

Ingrid and Georgina will go on the WCC emergency contact list, Lexi and Roland will stay on the emergency contact list, Luke and Madeleine will no longer be on the contact list.

8. Co-opting of a Treasurer

Committee agreed Luca and Liam are co-opted to job share the position of treasurer, subject to confirmation at the next GM. James to ask Rachel if she would be on Finance SC.

9. Sub-Committee Formation and discussion about current activities

Brainstorm list and volunteer members:

Finance - Liam, Luca, Tahiti, Helen, Ingrid. Rachel to be invited

Employment – Ingrid, Georgina, Luke, Madeleine, Liam. Helen to be invited

Arts – Georgina

Events & Activities – Georgina, James, Martin

Democratic Services – Martin, Ingrid and James

Resilience - Liam

Communications – Madeleine

LGBTIQA+

No-one yet assigned to - Asset management, Policy review, Heritage and history, Site development.

Dedicated committee meeting suggested to formalise subcommittees, descriptions and current workstreams.

10. Report on Committee Training options by Martin - Deferred

11. Table the draft Business Plan - Deferred

12. Liam tabled urgent business – climate emergency

Liam proposed that we have a GM to discuss and propose declaration of a climate and ecological emergency. Proposed dates: Sunday 1 or 8 September in the hall. Luke asked why; Liam suggested that the risk of local slips and fires, are examples of local reasons.

Agreed by committee.

13. Proposed candidates meeting for 14 Sept – Georgina and Events and Activities Sub-Committee to organise meeting. Lydia to make placeholder booking for hall for those dates.

Doodle Poll to be circulated for next meeting.

Meeting closes 9pm