

Minutes of the Committee Meeting of the Illingworth & Bradshaw Local Activities Group held on Thursday, 3rd November 2016 at 2.30 pm at Illingworth Fire Station

Present: Jan Hancock, Anne Lees, Sue Merriman, Irene Mulhall, Rita Parkin, Lilian Rawnsley, Anne Robinson. Brian Sinnett arrived after the start of the meeting.

1. Welcome: In the absence of a Chair or Vice Chair, Anne Lees welcomed those present to the meeting.

	RESOLVED/ACTION
2. Apologies for Absence: Apologies had been received from Sheila Hilson and Julian Patrick.	
3. Appointment of Chairperson for the year to September 2017: There were no volunteers for the post at this stage and as the Vice Chairman had not arrived Anne Lees agreed to take the Chair.	
4. Additions to Agenda:	There were no additions to the Agenda.
5. Minutes of the last meeting held on Thursday, 6th October 2016:	Signed by Anne Lees as a correct record.
6. Matters arising from the Minutes:	There were no matters arising from the Minutes.
7. Correspondence: One item was received from Overgate Hospice with raffle tickets.	It was agreed to purchase the tickets for the group and sent a donation as well which make a total of £50. The raffle won't be drawn until April 2017.
8. Safeguarding: In Sheila Hilson's absence, Jan Hancock went through Sheila's email/letter which had been sent to all the Committee. There were two forms that we should each have completed by people who could vouch for us. Each member was asked which would be their best day to attend a training session.	Monday appeared to be the best day for most people to be able to attend a training session. Jan would convey this information to Sheila.
9. Treasurer's Report: The Treasurer reported that there is £8,515.83 in the bank at the moment. Auditing: The Treasurer explained the complexities of auditing when the financial year is 1 st April and our AGM is in September. She wondered if VAC could help with this but generally it was felt that just an ordinary person could audit the books. The Treasurer brought up the fact that the Committee, at their October meeting, had appointed an Assistant to the Treasurer. The Treasurer did not consider this to be necessary. New people to sign cheques:	The Secretary, Vice Chair and Lilian Rawnsley to be able to sign cheques. The Treasurer was thanked for her report.
10. Membership: Anne Robinson had been given all the membership paperwork at this meeting so she had nothing to report except that she intended to get on top of the job as quickly as possible and get the system computerised.	
11. The Christmas Celebrations: ❖ Report back on the meeting with Susan Hutchinson: Anne Lees, Irene Mulhall, Julian Patrick & Brian Sinnett had met to discuss ways around not having to do table settings for the event. ❖ The Secretary reported that she had invited the four Band members to eat with the party at the LA Group's expense. ❖ Raffle Prizes: Morrisons vouchers to be purchased from the LA Group's money. Raffle tickets to be £1 for a strip of 5 tickets - 1 win per strip. It was also suggested that we could give a FREE Membership as a prize. ❖ Tips to Waiters/Waitresses: The Treasurer reported that tips were taken out of the Raffle Money last year.	❖ After the detailed explanation given by Susan the group could see that we had no alternative but to do table settings. ❖ There were no objections to this arrangement. The Treasurer also agreed that she would pay them in cash on the night. ❖ The Treasurer to look up to see how much the vouchers were for last year. ❖ The Treasurer to look back in records to see how much the tips given amounted to.

	RESOLVED/ACTION
<p>❖ Seating Plan: The Secretary felt a good number of the Committee should be involved in preparing the seating plan and opening the envelopes containing the cash/cheques and food orders.</p>	<p>❖ It was agreed that as many as possible would attend a session on Monday, 14th November at 11 am at Illingworth Moor Methodist Church to do this job</p>
<p>12. Short Report covering attendance/issues in the current weeks in OCTOBER 2016:</p> <p>Art Class - 8 - 6 - 9 - 10. Crafty Club - 16 - 12 - 15 - Theatre trip but 5 attended. Keep Fit - 19 - 15 - 14 - 13 Kurling - 16 - 15 - 16 - 19 Line Dancing - The Tutor had had a week off at half term but her replacement did a fine job. 10 - 9 - 10 Pilates - Intermediate - 10 - 11 - 11 - 14 Beginners - 15 - 16 - 18 - 16 - this class is now more popular than the Intermediate Class.</p>	<p>Thanks extended to those giving reports.</p>
<p>13. Date of next Committee Meeting:</p>	<p>In closing the meeting Anne Lees was congratulated in her handling of the meeting and she agreed to become Chairman of the group. Committee to meet next on Thursday, 1st December 2016 at the Community Room at Illingworth Fire Station at 2.30 pm.</p>

Chair