

Minutes of Management Committee meeting

Time and Date:	6.30pm, Thursday 14 th May 2015		
Venue:	Harmony Hall, 10 Truro Road, Walthamstow, London E17 7BY		
Attendees:	<p><u>Committee members</u></p> <p><i>Amanda Burke, Ordinary member</i> <i>Maureen Dods, Chair</i> <i>Robert Hayward, Ordinary member</i> <i>Maggie Houlihan, Ordinary member</i> <i>Sally Johnson, Ordinary member</i> <i>Lloyd Lewzey, Ordinary member</i> <i>JJ O'Connor, Ordinary member</i> <i>Phillip Parr, Treasurer</i> <i>Mike Pritchard, Ordinary member</i> <i>Mohammed Quereshi, Ordinary member</i> <i>Annajulia Santoro, Ordinary member</i></p> <p><u>Staff</u> <i>Alan Horne, Manager</i></p>	Apologies:	

Item No	Agenda Item	Person Responsible	Action to be completed by
1.	<p>Welcome and Apologies There were no apologies</p>		
2.	<p>2. Election of Chair There was a discussion as to whether the position of Chair should rotate, but it was felt not to be appropriate. The duration of the period is only for one year. Nominations – Mr Q proposes JJ, JJ proposes MD seconded by LL. MD elected for a year. PP – question of Company Secretary. MD- task not onerous. list of duties to be circulated. Poss no Company Secretary someone to Deputise Chair. JJ to be deputy.</p>		
3.	<p>St James' Street Big Local and CREST – the future AH introduced this item. CREST had been the trusted organisation of the St James' St Big Local for a while now during which they had been in the Getting Started phase collating the opinions of local residents on ways in which to spend their money. These wishes had been whittled down to 29 core subjects, one of which had been supporting CREST. We have been invited by the Big Local Steering Group to consider how best the Bog Local could support CREST and for CREST to consider ways in which it might help the Big Local deliver on its other wishes. Neesha as the Big Local Development Worker had raised this at a recent staff meeting and they had put forward two priorities:</p> <ul style="list-style-type: none"> • Capital support for developing the charity shop's infrastructure 		

	<ul style="list-style-type: none"> Revenue funding for a post to develop volunteering within CREST and possibly also in the wider St James St area. <p>MP said he warmed to the idea of developing CREST's volunteering infrastructure and maybe a befriending component could come out of this. EC felt that rather than just look to develop volunteering, there should be a worked up project underpinning any application. The value of public art, one of the wishes, was discussed and the possibility of linking this with thinkarts!.</p>		
4.	<p>Finance Report Full year budget sheet up to 31st April 2015 – PP presented interim figures for the first quarter of the financial year 2015/16. These showed a balance after provisions as at 30th June of £12,098. The April variance sheet was £4,917 better than expected. This was in part due to a rent invoice of £1,100 still outstanding and an under-spend for Evolve resulting from the ongoing sick leave of the Team Leader. The provisions account showed £38,690 being held in reserve. An agreement had been reached with Waltham Forest Adult Learning Services to continue using Harmony for a further year</p> <p>at a slight increase. It was noted that this was encouraging news as ALS is actually withdrawing from a number of premises they currently use.</p>		
5.	<p>Minutes of the meeting that took place on Thursday 9th April 2015 These were agreed without amendment</p>		
6.	<p>Matters Arising from meeting that took place on Thursday 9th April 2015 Business Plan – It was agreed to put this on the agenda for the July meeting Evolve – JJ reported that we'd had a meeting with the CCG Commissioners who were continuing to fund the long terms conditions service on a pilot basis</p>		

	<p>Disability and Dementia Service – in respect of recruiting a new Team Leader, it was felt we should ask candidates to do a presentation at interview answering a question about how they think the service should develop in future</p> <p>Harmony and Charity Shop – MH wanted her thanks minuted to the person who installed a mirror in the Harmony toilet. She also asked about the installation of a panic button at the counter of the charity shop and LL agreed to undertake this. Our intention to link the management of Harmony and the Shop was reiterated. The shop landlord had responded to our request about the future lease with the proposal of £20k for the first year starting January 2016 rising to £21K. This was felt to be reasonable with the proviso that we have a break clause at the end of the first year.</p> <p>Annual General Meeting – MP restated his intention to stand down as Chair at this AGM but to remain on the Committee. AB observed that our constitution says that a third of trustees should stand down each year but they can offer themselves for re-election. We need to have an AGM soon but won't have the time to prepare the accounts for the year ending 31st March 2015. Instead we will present the accounts for the year ended 31st March 2014 which have yet to be ratified at an AGM.</p>		
7.	Date of next meeting – 6.30pm on Thursday 9 th July in Harmony Hall.		