



# WARLEY COMMUNITY ASSOCIATION MANAGEMENT MEETING

9 September 2013 –7pm (August committee deferred)

<b>MINUTES</b>	
<p><b>Attendance and Apologies</b></p> <ul style="list-style-type: none"> <li>• Present: E.Bailey, A.Berry (Chair) , M.Deahl (Secretary), K. Hutson, J.Illingworth (Treasurer), P Ineson, D.McCallam, S.Ryan, J.White, J.Williamson.</li> <li>• Apologies received: J.Blackburn, C Crowther, S.Kettley</li> </ul>	
<p><b>Minutes and matters arising:</b></p> <ol style="list-style-type: none"> <li>1. Minutes of the last Management Meeting on 13 May - Approved.</li> <li>2. Matters arising from last meeting: <ul style="list-style-type: none"> <li>• Clarification on EB stepping down from leading events – EB will be part of a co-ordinating team for the Christmas Fair (CF) to also include KH and JW.</li> <li>• Open Gardens (OG) - NGS suggestion to have a NGS Village-wide event. Decision made to stick to the existing format ie our own open gardens event and to invite the NGS team to observe in 2014.</li> <li>• Confirmed that Edgeholme and Warley House Gardens would continue to open as private NGS gardens (this year on the same date ie 13 July).</li> </ul> </li> <li>3. Matters arising from last Community Meeting(s): No meeting held since previous reported meeting.</li> </ol>	
<p><b>Officer Reports</b></p> <ol style="list-style-type: none"> <li>1. Treasurer update <ol style="list-style-type: none"> <li>a) Management Accounts summary circulated</li> <li>b) Financial Accounts for August presented. Available funds - £2675.</li> </ol> </li> <li>2. Publications &amp; Design: <ol style="list-style-type: none"> <li>a) Lantern circulated early September: Poster campaign for the Calendar about to start.</li> <li>b) The next Lantern needs to be published early in November to publicise key events: earliest is the Remembrance Service on 10 November.</li> <li>c) More stories needed for the Lantern.</li> <li>d) In the light of DMC stepping down from producing the Warley Lantern at the end of the year discussion around who would take over the role.</li> </ol> </li> <li>3. Website - Decision made advertise WCA products for sale on the Website.</li> <li>4. Membership <ol style="list-style-type: none"> <li>a) MD reported the limitations with the EasySpace mail system, in particular: not having a database facility which makes it inefficient to record particular types of information and to search and select particular groups of supporters.</li> <li>b) Decision made to hold a members night in October (26th) to increase membership – to invite those who had previously expressed interest in WCA and to email the wider supporters list. The evening will also include a talk by Keith Hutson on an aspect of horticulture.</li> </ol> </li> </ol>	<p>4b) Membership: Secretary to email supporters 4b) Events team to liaise with Vandals</p>
<p><b>Activity Reports</b></p> <ol style="list-style-type: none"> <li>1. <b>Events</b> <ol style="list-style-type: none"> <li>a) Rushbearing 7 September – a successful event. Calendar and refreshment sales were brisk.</li> <li>b) Future events - Confirmed <ul style="list-style-type: none"> <li>• Members Social evening – 26 October 2013</li> <li>• Remembrance Service – 10 November 2013</li> <li>• St John's Autumn Fair – 23 November 2013</li> <li>• AGM – 25 November 2013</li> <li>• Christmas Fair - 30 November 2013</li> <li>• Warley Open Gardens 8 June 2014. Note: AB to lead.</li> <li>• NGS Open Gardens – Edgeholme and Warley House Gardens - 13 July 2014</li> <li>• Note: Tour de France close to Warley 5/6 July</li> </ul> </li> <li>c) Events - Proposed <ul style="list-style-type: none"> <li>• Literary evening suggested by KH – 27 January 2014. KH to submit further details.</li> <li>• West Yorkshire Archive Network Meeting – Maypole - September 2014 TBC</li> </ul> </li> </ol> </li> </ol>	

<b>Activity Reports (continued)</b>	
<p><b>2. In Bloom</b></p> <p>a) KH ordering 4 new sponsored fruit trees – reminder about fruit trees to be put on website.</p> <p>b) Suggestion that good compost needed for community planting patches. KH to organise. AB could pick up from Tommy Top Soil.</p> <p>c) KH to resurrect the plan for the small patch at top of Stocks Lane – to be planted with wild flowers.</p> <p>d) Concern about the wild balsam along Stocks Lane. Working party to investigate the Balsam Bash.</p> <p>e) New in- bloom recruit has been identified. JI to get details.</p> <p><b>3. History</b></p> <p>a) Heritage Audit activities are on-going</p> <p>b) General history meetings would resume in October.</p> <p><b>4. Community Engagement:</b></p> <p>Now that community meetings are not held on a regular basis, decision made to reinforce our communication strategy to the community and to partners.</p>	<p>2a) AB to add to website</p> <p>3b) DMC to confirm History meeting dates</p> <p>4) Chair/Secretary to draft a statement</p>
<b>Project Reports:</b>	
<p>1. Calendar – now produced and sales started (estimate 130 orders/sales in 1 week). Future marketing opportunities include Mount Tabor Gala and Ravenscliffe Fair.</p> <p>2. Graveyard Database – activities to resume asap.</p> <p>3. Remembrance Service in the village confirmed (10 Nov). JW to help co-ordinate event.</p>	
<b>Potential New Projects</b>	
<p>1. Surplus over and above normal working capital of £3000 is estimated to be £2300. Ideally WCA needs to develop a village plan identifying priorities before decisions are made on spending.</p> <p>2. Ideas for spending include contributing to a memorial bench – donation already received from deceased's family. JI to invite Mark Brazil (CMBC) to advise on location possibilities for bench.</p> <p>3. It was noted that a request had been received for another memorial bench to be placed at the Allotments and this had been passed to the Allotment Society.</p>	
<b>AOB</b>	
<p>1. Planning for AGM - 25 November 2013</p> <p>a) In line with the Constitution where committee roles are for 2 years :</p> <ul style="list-style-type: none"> <li>• The Secretary and Treasurer must stand down this year and then re-apply should they wish to stand again.</li> <li>• Committee members do not need to re-apply until next year (ie 2014 AGM).</li> <li>• The position of Chair is not technically vacant through rotation, however the Chair is prepared to step down if others want to step up.</li> <li>• Committee members can stand for Secretary or Treasurer, or for Chair or Vice Chair - please liaise with AB or Secretary.</li> <li>• KH must formally apply for committee (currently is he co-opted on a temporary basis).</li> <li>• Members of the community can apply to stand for committee and this will be publicised in the Lantern.</li> </ul> <p>b) Special General Meeting to be held before the AGM to record changes to the Constitution about Community Meetings.</p>	
<b>Date of next Management Meeting:</b>	<ul style="list-style-type: none"> <li>• 14 October - Additional Management meeting</li> <li>• 25 November AGM</li> </ul>