

## LAPC-LACA Subcommittee

### MEETING NOTES

**10:00 Monday 1<sup>st</sup> November 2021**

Venue: Griffin Lounge, Long Ashton Community Centre

Present: Cathy Fagg (Chair). Sheila Hardingham, Phil Jackson, Ruth McAllister-Kemp, Sally-Anne Tarsey, Karen Aniola (Notes)

Guests: Sue Stone – Voluntary Action North Somerset (Part 1 only)  
Mary-Kate McAndrew – DS Business Support (Part 2 only)

Apologies: Colin James

#### **Part 1: Meeting with VANS**

##### 1. Compass Events on 17<sup>th</sup> November

- Two separate events to take place with suggested timings of 2-4pm and 7-9pm, subject to room availability
- Sue Stone to investigate how moderation of comments will work on Commonplace, the event's communication engagement tool
- Terms of Reference do not need to refer to confidentiality, but instead should include reference to the issue of respect, in terms of not bringing the organisation into disrepute
- Sue Stone to give further consideration to wording of the 3 questions for discussion by attendees
- Paper tablecloths to be supplied for attendees to write answers on
- Format of the event – introduction of Sue Stone (overseeing event) by Cathy; introduction; ice breaker; 3 questions discussion by groups (1 question per table); summary and close.
- Volunteers will be required to meet and greet, councillors to act as facilitators at tables, and Ruth will attend for social media.
- Emails and posters will advertise the event (Ruth)

##### 2. The Constitution, - Progress Report, Charity Commission Documents

- In response to a point raised by a member of public, it was confirmed that the LAPC-LACA Subcommittee is delegated to act by the LACA trustees. Reports were being provided by the Subcommittee to the Trustees: the subcommittee is a PC subcommittee and the councillors do not have personal liability as trustees do.

##### 3. Trustee Recruitment

- Diversity Champions to be encouraged in the recruitment process.

*Sue Stone left the meeting.*

*Mary-Kate McAndrew, DS Business Support, joined the meeting*

## **Part 2: LAPC-LACA items**

### 1. Membership

- Dave Andrews to be co-opted onto subcommittee, although it was noted he would not yet have voting rights.
- Phil Jackson was welcomed as a new member of the subcommittee, where his skills and expertise would be valued. It was noted that all members of the subcommittee would be expected to manage their conflicts of interest in a robust and transparent manner.

### 2. Finance

Mary-Kate McAndrew detailed income and expenditure to mid-September for the current financial year, confirming that day to day costs were on track with no overspend. The Chair thanked Sally-Anne Tarsey and Mary-Kate for all of their work so far. Mary-Kate outlined improved reporting methods, confirming that banking would soon be connected to software (12 November), enabling accounts to be produced and a report would then produced to the end of October.

- It was agreed that a regular monthly report should be provided to the subcommittee.
- It was agreed to nominate Colin James, in his absence, to agree format and receive said reports.
- Sheila to contact Andrew Wilkinson for advice on reserve amounts.

### 3. Coffee Shop

The possibility of running a pop up café is still being explored.

### 4. Managers Report

A donation from the fund-raising disco is promised as a token of appreciation for the staff's hard work over the last year towards a Christmas meal (£20 per head x 6).

### 5. AOB

For next agenda – possible grant identified by Phil Jackson for £2K design aspects for potential new Club Room kitchen.