

LAPC LACA Subcommittee

Approved Minutes

12:30 Tuesday 8th February 2022

Youth Club, Long Ashton Community Centre

Present: C Fagg (LAPC), C James (LAPC), R McAllister (LAPC)

In attendance: H Harwood (LAPC) - Minutes

Apologies: D Andrews (LAPC), S Hardingham (LAPC), P Jackson (LAPC), S Stone (VANS) and S Tarsey (LACA)

Part I with VANS

1. Notes of the formal meeting 24/01/2022

Resolved - To agree the notes of the meeting held on 24/01/22

2. Recruitment and selection of trustees

2.1. VANS proposal and charge for the independent selection process

Noted - That this is overdue.

2.2. Progress on applications

Noted - that 7 people had applied plus one late application, and that VANS had extended the closing date to 11th February 2022.

Resolved - not to promote the new date as the initial date had been well publicised and the late applicant had expressed their commitment to apply for the post before the closing date. VANS confirmed this will not affect the timescales.

2.3. Draft Briefing note

Resolved - That the briefing note should be sent to VANS for the selection panel, and used as a basis for other communications e.g. Compass Group, once the following changes have been made:

- emphasise the time commitment required of the first trustees
- note previous tensions between PC and LACA and stress the value of close collaboration between the two organisations
- recognise financial management as an essential skill
- remove the implication that LAPC would continue to give a grant for maintenance costs, and add that it is the responsibility of the trustees to ensure that LACA became self-sufficient
- to emphasise that the first trustees are expected to agree to work to the proposed constitution and set of policies in their application to the Charity Commission
- to emphasise that the trustees will need to reach out to all demographics in the parish including people who do not use social media, and to bear in mind the charitable purpose of LACA and the social context, e.g. when responding to vandalism
- to state the importance of building the Compass Group, and in developing and implementing a vision of horizon scanning, innovative practice, and engagement with users and the local community through the Compass Group
- to recommend that if any of the recommended foundation members of the new LACA are Long Ashton Parish Councillors, they should step down from that role in order to avoid a conflict of interest, to avoid delays to the application process and to enable them to focus wholeheartedly on establishing the new LACA.

3. **Compass Group**

Noted - To discuss at a future meeting .

4. **Current trustees**

Resolved - To agree that Councillors Hardingham and Jackson should meet with Councillor Cave to align the actions needed to manage the transition between the old and the new LACA.

Resolved - To ask S Stone to check the requirements of the Charity Commission for this transition

5. **Transition to a CIO**

Resolved - To confirm that a lease is the best option for a legal framework to manage the relationship between LACA and the Parish Council and to note that the current lease, which will transfer, has another 4 years to run. A service level agreement to follow.

Part 2 Operational - Subcommittee only

6. **Finance Report**

6.1. **Noted** - As a number of bookings were cancelled in December due to Covid, the financial situation continues to be challenging. There is a need to continue to monitor the financial situation very closely, implement the 10% increase in charges, and limit expenditure to the essential and urgent for the safe running of the Centre.

6.2. **Resolved** - Maintenance costs - to obtain quotes for the five priorities identified by Sal and Phil in their spreadsheet which will be updated once the results of the fire survey are available.

7. **Bowling Club**

Resolved - To agree to contribute 50% of the costs of trimming the trees and shrubbery on the path so that it is accessible to all users of the Rec, up to a maximum of £400. The bowling club will contribute the remaining 50%.

Part 3 Confidential

11. **Recruitment**

Resolved - To agree to recruit to the vacant hours.

12. **Verbal update from Cathy on other staffing matters**

Noted - That a report is due in mid-February

13 **Date of next meeting**

21st February

7th March