



Friends of Albert Road Recreation Ground & Play Area

**Management Committee Meeting
18 January 2017, 9:00pm in
the Pavilion**

Membership of the Committee

Maria Beaumont
Matt Beaumont*
Daniel Bridge (Fundraising)*
Emma Burridge (Vice Chair)*
Lucas Burridge*
Michael Casey Fierro
Victoria Casey Fierro (Vice Chair)*
John Chilton (Secretary)*
Jeremy Cornish (Treasurer)*
Katy Ferguson (Chair)*
Jim Harrison
Gianluca Lo Iacono (Webmaster)*
Rob Mead*
Robby Sukhdeo (Events Co-ordinator)*
Kirstie Watkins*
Eddie Webb
Louis Webster*

* denotes Member present

Minutes

1. Welcome and Apologies

- 1.1 Emma reported that Katy would be late and had asked her to chair the meeting.
- 1.2 Vice-Chair (Emma) in the Chair
- 1,3 Apologies for absence had been received from Maria, Michael, Eddie and Tony Healey (LBH)

2. Minutes of last meeting - 28 November 2016

- 2.1 The Minutes of the meeting held on 28 November 2016 were confirmed as an accurate record of the proceedings subject to the list of attendees being amended to record the fact that Lucas was present.

3. Matters arising from the Minutes

- 3.1 Item 1 - Emma reported that Rhodes Avenue School had used one of their regular newsletters to encourage parents to join the Association. She had met with APS Headteacher Michael McKenzie who had also agreed to encourage parents to support the Association and publicise events. She would be approaching other schools.
- 3.2 Items 1 and 5. Noted that the New Year's Day party had not taken place.
- 3.3 Item 5 Noted that the Quiz night had been rescheduled to Friday 21 April to avoid a clash with a Rhodes Avenue School event.

4 Skills audit

- 4.1 This item was taken later on the agenda after Katy arrived. Copies of the skills audit were tabled. Katy would arrange for the audit to be emailed out and asked Committee members to complete the audits and return them to her. **ACTION Katy /John**

5. Developing community links and improving communications

- 5.1 See para 3.1 above (Matters arising)

6. Reports of Officers

6.1 Chair

- 6.1.1 (This item was taken later in the meeting) Katy informed the meeting that she would be emailing all the membership setting out her objectives for the coming year. She wanted to increase the membership of the Association, improve communications reaching out to all sections of the community, and strengthen links with the statutory bodies. She wanted to develop and deliver a calendar of community events and a clear development plan for the bowling club house, pavilion and the recreation ground.

6.2 Vice-Chair (See below)

6.3 Vice-Chair (Bowling Green Development)

- 6.3.1 Victoria stated that she had not yet had an opportunity to discuss her brief with Katy and Robby.
- 6.3.2 Jeremy gave some background to the discussions that had taken place at the Bowling Green Development Sub-Committee which had initially pursued the original idea of developing the Club House as a "Village Hall". This had been the basis of the bid Robby had submitted to Haringey but the (FARRG) Development Sub-Committee had identified a number of issues with this proposal, added to which there was now the damage resulting from the fire. Further research had indicated that the Council didn't have a firm view about what the Bowling Club House should be used for and that any redevelopment would be costly.
- 6.3.3 Lucas stated that his recollection was that Robby would take over the Bowling Green, seek funding for renovation and alteration and run it as a not for profit community facility; and that had been the basis for the Council granting the lease.
- 6.3.4 In response Robby confirmed that that had been his vision at the time of submitting the bid. However his current thinking was to place a conservatory (type) structure on the front of the Pavilion together with a new seating area at the back, linking to the bowling green. The Sub-Committee had considered the use of the bowling club house as changing rooms/toilets but if they could be provided within the existing Pavilion, the club house could potentially be released for other uses.
- 6.3.5 Robby reported that the Bowling Green was in a good condition and could open in the spring for open access use by the public. The Sub-Committee had agreed to try to manage bowling through volunteers but more volunteers would be needed to make this viable. **ACTION - All to seek volunteers to manage bowling sessions.**
- 6.3.6 The Committee needed to agree a launch date for pétanque and bowls, agree the type of event and seek publicity. **ACTION - John to place on next agenda**
- 6.3.7 There was a discussion about astro turfing the bowling green and the likely cost, but nevertheless a feeling that any bid for funding should be comprehensive while at the same time capable of being scaled back to match whatever funding became available.

- 6.3.8 All noted that the perimeter hedge was being reduced in height and "windows" would be created.
- 6.3.9 **AGREED** - to convene an extra-ordinary meeting to go through all potential development proposals at 7.30pm on 8 February 2017. **ACTION - John**
- 6.4 Secretary
- 6.4.1 Referring to the discussions on 28 November John reported that the Association's annual membership fee could only be changed at an AGM. The Committee could make recommendations. He would timetable it for another meeting closer to the AGM. **ACTION - John**
- 6.4.2 John drew attention to the fact that 17 members had been appointed to the Management Committee whereas the Association's Constitution only allowed for 15 members to serve on the Management Committee. He asked if anyone was willing to step down and Victoria suggested that Michael would probably be happy to step back, but could nevertheless offer expertise if needed. It was **AGREED** that John write to Eddie to see if he wanted to continue he already long service on the Committee. **ACTION - John**
- 6.4.3 John stated that he proposed to offer a standard Secretary service. Draft minutes would be prepared for the Chair with two weeks of the meeting and then to all Committee members within three weeks. Committees members were asked to start actioning tasks allocated to them as soon as possible and certainly after receipt of draft Minutes. If committee members considered that something had been actioned to them in error, to raise it with John as soon as possible so that he could reallocate it correctly. Any other questions in relation to the minutes should be addressed to the Chair. **ACTION - All**
- 6.4.4 A draft agenda would be circulated to the Chair and all office holders two weeks prior to the next meeting seeking additions and specifying a date when these needed to be submitted. The agenda would then be cleared with the Chair and sent to all committee members seven days before the meeting. It was **AGREED** that all agenda should have a standard item which allowed members to declare if they had a personal or financial interest in an item.
- 6.4.5 John assumed that no-one was in favour of lengthy minutes of meetings. However if minutes were to be posted to the website they needed to say enough to be understood by readers who had not attended the meeting and this was accepted. He could be flexible and adjust to requests/developments overtime. Kirstie asked for particular attention to be given to action points to clearly state who was doing what and by when.
- 6.4.6 The Minutes of the AGM on 28 November had been circulated to all committee members. They couldn't be formally agreed until the next AGM. John invited committee members to raise any points that required clarification/correction. As none were forthcoming it was **AGREED** that draft minutes of the AGM on 28 November be posted on the Association's website. **ACTION - John/Gianluca**
- 6.4.6 **AGREED** - that once Minutes had been agreed at the next meeting of the Committee, they should be published on the website. **ACTION - John to liaise with Gianluca**
- 6.5 Treasurer
- 6.5.1 Jeremy advised the meeting that new signatures were required to manage the Association's Co-op Bank Account, and PayPal Account. He had found that changing signatories was difficult and advised to keep arrangements as simple as possible. It was **AGREED** to authorise Katy Ferguson, Jeremy Cornish, and Robby

Sukhdeo as signatories in respect of the Association's Cooperative Bank Account and Paypal Account.

ACTION - Jeremy

6.5.2 Draft End of Year Accounts had been considered at the AGM on 28 November 2016 when a projected end of year balance of £1,789.90 was anticipated. The actual End of Year balance was £1,826.94 and it was **AGREED** that the 2016 accounts be signed off by the Chair and Treasurer.

ACTION - Katy and Jeremy

6.5.3 Emma suggested that the Association could probably reduce the level of Paypal transaction charges by advising them that the Association was not for profit. She undertook to provide more information to Jeremy.

ACTION - Emma

6.5.4 Jeremy reported that he had received an invoice in the sum of £110 for the website hosting service. There was some discussion around this and whether this was value for money or if cheaper options might be available. The web hosting service contract expired in September 2017 and it was **AGREED** to review the service nearer that time and pay the outstanding invoice now. **ACTION - Jeremy to pay the invoice and John to schedule the issue to a future agenda of the Committee.**

6.5.5 Noted that LBH Small grants Committee had authorised a grant of £1000 in 2016/17, for the annual jazz festival. The festival had not taken place so the grant could not be applied for. **ACTION - Emma to approach LBH and request that the promised grant be rolled over to the 2017/18 financial year.**

6.6 Fundraising

6.6.1 Dan reminded the Committee that he was new to the role and hadn't planned anything yet. Lucas suggested that all grant applications should be based around an agreed narrative/text amended to suit particular circumstances (which had also been the approach taken by the Bowling Green Development Sub-Committee which had produced some fund-raising material). **ACTION - Dan to meet with Katy and Lucas**

6.7 Communications

6.7.1 Lucas stated that he wanted to agree some specific targets and actions for the year.

1. To increase the number of fully paid up members by 30. Currently FARRG membership stood at 62. Also to work on getting members more engaged.

2. To increase the number of Facebook followers from 180 to 280. Anyone can post to the Facebook account and Lucas encouraged Committee Members to do that.

ACTION - Lucas to email guidance to the membership explaining how to post to the Association's Facebook page.

3 He was in direct regular communications with two schools and intended to increase this to four. St Martin of Porres and Bounds Green were suggested. Dan and Emma also agreed to approach Norfolk House Preparatory School. **ACTION - Dan and Emma**

4. FARRG had a Twitter account. Lucas needed to find someone to look at it and monitor it regularly. Lucas considered that Facebook was the preferred social media channel, against which was the consideration of trying to address potentially different audiences using multiple channels.

5. Continue to use FARRG and Pavilion events to publicise FARRG (eg a 5 minute slot at a Quiz night to promote FARRG).

6. Noting that Emma and Lucas had business cards which detailed how to 'Become A Friend', **AGREED** that these should be passed to all Committee Members and a further supply printed as necessary.

ACTION - Emma and Lucas

6.7.2 It was **AGREED** that a message from the new Chair should go out through all channels refreshing the Association's objective of promoting use of the recreation

ground and setting out objectives for the year. **ACTION - Katy to draft and despatch before next meeting.**

6.8 Webmaster

- 6.8.1 Gianluca reminded everybody to supply a head and shoulders photograph of themselves and brief introduction to themselves for the website.
- 6.8.2 Responding to a comment that the content focused on past rather than future events, Gianluca said that he wasn't aware of any further events and when any were posted there had to be a degree of certainty that the proposed event would take place.
- 6.8.3 Gianluca explained that there were levels of access to the website and he was happy to teach committee members how to access and change site content but questioned why this would be necessary. **AGREED** - Website to be managed solely by Gianluca but that Katy and Emma would need to be able to send emails from the website.
ACTION - Gianluca, Katy and Emma

6.9 Events Co-ordinator

- 6.9.1 Robby reported that he taken on the management of the new pond.
- 6.9.2 The Recreation Ground was hosting Haringey School's Orange Tournament and APS was interested in practicing mixed age range orienteering in the Rec.
- 6.9.3 Robby said that he wanted to target adult tennis by providing a more attractive offer
- 6.9.4 He was planning a fund raising event to support young tennis player Mayela and hoped that this could include an auction of promises and perhaps guests paying for an opportunity to play tennis with her.
- 6.9.5 All noted that 24 February was the 15th anniversary of the opening of the Pavilion. Robby hoped to celebrate this with a new exhibition cataloguing the first 15 years and possibly a social event.
- 6.9.6 Robby proposed to invited Sarah Jones and Katy for lunch to effect introductions.

7 Items for next/future meetings

Invitation to Sarah Jones (Haringey Council Parks Department)

Focus groups

Vox pops

Disability and inclusiveness strategy

Promoting table tennis (ie an event)

Membership of the Committee

Mission Statement and constitution

Launch event for Bowling and Pétanque

Review membership fee

Possible amendments to the constitution

Website hosting contract VFM

8 Dates of future meetings

The Committee considered a proposed schedule of dates for 2017 and agreed to alternate its meetings between Mondays and Wednesday evenings as follows:

Monday 20 March 2017 (subsequently changed to 27 March 2017)

Wednesday 19 April 2017 (subsequently changed to 26 April 2017)

Monday 22 May 2017

Wednesday 14 June 2017
Monday 24 July 2017
August 2017 (break in August)
Wednesday 13 September 2017
Monday 20 November 2017

9 Other business

There being no further business before the Committee, the Chair closed the meeting at 9.45pm.

Chair

Date