

Raglan Village Hall Association Meeting

Old School Hall, 21st May 2014

Present - Rob Atkins, Helen Williams, Amanda Vaughan, Trevor Phillips, Margaret Lawrence, Kim Knight, Andrew Johnson, Jo Johnson, Penny Napier, Janet Thomas, Chris Butler- Donnelly, Lucy Bradley, Kirstie Pope, Catherine Brown, Rachel Spaven, Colin Spaven, Laura Butler-Donnelly.

Apologies – Jenny Swatridge, Cheryl Morgan, Colwyn Knight, Kathleen Butler-Donnelly.

2. Agree ways of working

AJ discussed ways in which the meetings could run smoothly – respecting others views, one conversation at a time, appropriate comments, attending meetings promptly, everyone to contribute.

3. Minutes of last meeting – circulated and agreed.

4. Actions arising from last meeting

a) Collation of data

KBD, JS and CM started to collate the information we had from the filing cabinet. ML and JS helped CM with the history and CM has uploaded some of the documents. Unfortunately some of the minutes are missing. The social history included in the documents will be given to CM to help with local history records.

b) Public 15 mins

AJ explained that each meeting would include a 15 mins section for the public to be able to contribute. Each meeting, a week in advance we would advertise on Raglan Matters and in the Post Office, to enable the public to be aware of this. Action LB/KBD

c) Publishing Minutes

LB explained that we intend to provide the minutes for each meeting within one calendar week – these can then be checked, returned with any amendments and then published on Raglan Matters, RCC website and in the Post Office. Action – LB

d) Association Logo

A robust discussion took place regarding the old and potential new logos. While looking at the contents of the filing cabinet two old logos were found – one which was an R symbol, and one that had been produced by school children in 2004 as part of a competition. KBD had produced a range of new logos that might be appropriate. Logo 1 – This was very popular, although LB was concerned that the stick figures could be confused with a range of car stickers available for sale at the moment. Logos 3-7 – committee members and supporters were concerned that the representation of the old school may not be appropriate for the future. It was discussed that moving the RVHA section on logo 1 to where the old school was on logos 3-7 might work. AV suggested that we offer up the design to the public to decide and it was discussed that at Raglan Fun Day, a vote could take place. AV suggested we kept the old logo (children's one), while others thought it better to have a new start. Action – KBD – alter designs, AJ – organise vote at fun day.

e) Confirmation of Group Representatives

AJ discussed that it was important that each group representative had the agreement of their group that they would be the rep, and that after each meeting they would feedback information to their groups – agreed.

f) MCC Working Group

CBD told the group about the new MCC working group that had been formed of the response to the letters 'Concerned of Raglan' sent to Paul Matthews. There had been two meetings – with good feedback from MCC. Kellie Beirne had been assigned as Chief Officer for MCC but she was still learning about the history of the RVHA and historical agreements that had been in place. Discussions had taken place with four potential options:- a) Refurb Old School b) Refurb Junior School c) extend sports facility d) New build. AJ and CBD are working with to get MCC to produce business cases for the above options which ultimately would be presented at a public meeting.

There are some issues that need to be resolved now – namely the bookings for the old school hall will cease when Sue Stonelake leaves, and the school are not intending to continue taking the bookings. PN and JT were concerned as to what would happen to the brownie/guides groups and were advised this is high priority to ensure continuity for the Groups. AJ and CBD had agreed with MCC that there would be no charge to RVHA when booking meetings in the Old School. ML asked who the key holder was at present for the Old School and it was confirmed as the caretaker. The next working group meeting is on the 4th June.

5. RVHA Trustees

AJ discussed that all committee members had automatically signed up as a Trustee which was a surprise to many. When this was discovered AJ sent a note and details about what being a Trustee entailed and also a brief summary of the responsibilities. It was discussed that if you would like to be a Trustee then there was a signup sheet provided. AV asked if there was a minimum number of Trustees needed – AJ confirmed there was not. AJ suggested that those who did not wish to take on the responsibility of a trustee but who still wanted to help and support the group could sign up as the RVHA Support Team, and a signup sheet was provided for this option. Supporting team members had the same ability to come to meeting and discuss the options available. The only difference would be that only the committee can vote for officers. RS and TP thought that having this option would encourage people to join us and this was agreed. All trustees will be registered with the Charities Commission.

6. Proposal for New Officers

AJ discussed that there was a lot of work to be done, and thought it would be helpful to have two new officers to help. They would be

- a) Information Officer – Collation of paper and transient documents and keeping the facts about the RVHA – KBD was proposed and agreed.
- b) Events Officer – Part of the work of the RVHA is to organise events for the village – the committee needed someone to facilitate future events (with the help of the rest of the group). CB volunteered for the role and was unanimously agreed.

7. Subgroups

This was agreed to be discussed at a later date due to time constraints.

8. AOB

- a) The Big Lunch – AJ shared our formal invitation to the Big Lunch and it was discussed about having a stand there – It was agreed that this was a good idea. CM and KBD could have a history stand and ML offered to assist with JS if she agreed. RVHA hope to be able to provide a float for 2015.
- b) Facebook Group – AJ discussed that the new facebook page had been set up to enable the group to quickly chat about ideas. Anyone wanting to join would need to come to a meeting and sign up as a supporter, as we needed to keep the discussion focused. Trial for 3 months. All agreed
- c) Declaration of Interest Policy
AJ proposed building on the generic Declaration of Interest document to add examples of scenarios so that it was more relevant and easy to understand for the RVHA – all agreed.

KP – Are we happy to use the collated contact information for the group and share it with ourselves so that each would know how to contact each other – this could be put on our own FB page – all agreed. Action LB

AJ – On Wednesday 28th RVHA reps are invited to RCC meeting to make a formal request for RVHA monies back. Action AJ

LBD – offered her services as group photographer – accepted with thanks.

Llanfoist Village Hall Planning info is available on the planning portal – Link to be shared on our FB page – Action LB

KP – It was decided that KP will remove contact details from the survey results before sharing the link as some had made comments they may not be happy with sharing to the wider community - Action KP

Date of Next Meeting 18th June 7.30pm Old School Hall