

**Cragg Vale Community Ltd - Committee Meeting  
Monday 21<sup>st</sup> September 2015**

<b>Present:</b>	Judith Schofield, Marianne Hood, Kevin Cutts, Brierley Hellowell, Nick Murphy, Jackie Scarf, also attending Pete West, Jane Leary
<b>Apologies:</b>	Shirley Daniel, Hugh Morgan, Scott Trickett

**ACTION**

**1. WELCOME, INTRODUCTIONS and APOLOGIES**

- a) Judith, Chair, welcomed all present, introduced everyone and thanked Jane for attending on behalf of the parents group at Cragg School
- b) Apologies had been received from Shirley Daniel, Hugh Morgan and Scott Trickett
- c) Minutes of the last meeting, held 8<sup>th</sup> June were approved

**2 Cragg Vale Junior & Infant School**

Jane gave details of the background and the present position. Parents were aware of the structural problems of the building and that repairs were needed and therefore an application was made to central Government for a grant. The application was successful but no details have been received about the precise amount of money to be made available. An application on behalf of Calder High was unsuccessful. The proposal, details of which were included in the recent letter to parents, for re-location of the school to a site at Calder High came as a shock. The Governors as a body did not know about these proposals until parents and others received the letter from the Chair of the Governing body, David Oliver. Parents are concerned about the 'source' of the proposals, the actual amount of money available and the precise details of what must be done to enable the school to function effectively. The parents' group are getting an independent survey on the state of the building and what is needed. Parents are also looking into the possibility for getting the building 'listed' (*NB: In discussion, the unanimous advice from the CVCA Committee was that the parents should NOT seek listed status for the building as this could cause a great many problems and would be likely to increase costs of any work that needed to be done*) and possibilities for making better use of the building and its surround. The Parents' Group are trying to get information about the money available, timescales and any conditions attached to the grant, Cllr Simon Young is assisting them with this.

The CVCA Committee formally agreed that CVCA will support the parents and offers to provide any help we can, including assistance from individual Committee Members. Marianne Hood, Company Secretary, and Nick Murphy, Vice Chair, agreed to be the contacts on behalf of CVCA in relation to providing help and support

**Marianne  
Nick**

Formal thanks were given to Jane for her presentation to the Committee.

**3 COMMITTEE MEETING ON 8<sup>TH</sup> JUNE: MATTERS ARISING**

- a) First aid Training – Geraint is still willing to provide training for CVCA but not enough people applied last time to make a course viable. It was agreed that CVCA does still want to try to get this training and the following Committee Members would wish to take part: Marianne, Kevin, Judith and Nick. It was agreed that we should contact Jane Leary to ask if any parents would wish to take part and to ask Geraint about his availability. Details will be circulated as widely as possible.
- b) Welcome Pack – Details had been circulated of the 'template' produced by Suffolk ACRE and the information produced locally by Liz (Bell House) and Steve and Angela (Cragg Hall Barn).

**As list  
Marianne  
Marianne**

**Cragg Vale Community Ltd - Committee Meeting  
Monday 21<sup>st</sup> September 2015**

It was agreed that Pete should extract relevant information from these packs to develop a downloadable pdf version of our proposed 'Welcome Pack'. After some discussion it was agreed that all Committee members should give comments to Pete via email of any other information they think should be included (*details of our local milk delivery was proposed*) in the Pack. Marianne to check with Liz and Angela about giving relevant credits.

Pete

All

Marianne

Judith

Marianne

It was also agreed that a covering 'Welcome' letter should be produced and when the Pack is available it should be promoted in the newsletter

c) Charitable Status application to the Charity Commission – Marianne had circulated details of the response from the Charity Commission and a possible alteration to the Memorandum to move several of our current 'objectives' to the 'Powers' section. It was agreed that Marianne should list any 'pros and cons' about having charitable status and check with the Charity Commission if our proposed revision to our constitution would meet their requirements.

Marianne

d) Website- Pete gave an update on the development of the website. We have only had around 300 'hits' so far but many in Cragg Vale may not know about the site. After discussion it was agreed that the following Committee Members should have access to post information onto the site: Marianne, Judith, Jackie and Nick. Pete will set up the details.

As list

Pete

It was also agreed that notices about Committee Meetings and Minutes should be available on the site. Marianne agreed to send details direct to Pete. The site does not yet have any details about the History Group. It was agreed that Shirley and Jane Frechette should be contacted for a decision about who will have access rights for the Group

Marianne

Shirley &

Jane

The possibility of having 'links' was also discussed and it was agreed that we should have an agreed list of links, although this can be increased as and when necessary. Marianne to ask all Committee via email which organisations should be on any 'links' page

Marianne

Pete was thanked for all his work on our behalf

#### **4. FINANCIAL REPORT**

a) **Present Position:** Shirley had circulated her financial report and summary of the grants received and their use. These were accepted.

b) **WYCAS:** It was agreed that we should proceed with WYCAS to deal with our accounts

Shirley

c) **Committed expenses:** The proposals from Shirley in relation to the use of money committed for First Aid Training (*see Minute 3a*) and the community event originally planned for the Park but now moved to the Hinchliffe grounds (*Treasure Hunt and Bike Fun 'n Games'*) were agreed. The money carried over will be used for these events

Shirley

*(The formal Committee Meeting then adjourned for the special meeting with representatives of Cragg15)*

#### **5 CVCA and CRAGG15**

John Jones (Chair) and Phil Rodda from Cragg15 joined the meeting

a) Background re CVCA Constitution: CVCA explained the key details of their Memorandum and Articles of Association, or constitution as the organisation is a Company Limited by Guarantee. The main objective is to:  
"promote and safeguard the interests of the inhabitants of Cragg Vale

## **Cragg Vale Community Ltd - Committee Meeting Monday 21<sup>st</sup> September 2015**

without distinction of sex, sexual orientation, race or of political, religious, disability or other opinions, by associating together the said inhabitants and the local authorities, voluntary and other organisations in a common effort to enhance all aspects of the community”

- i) Whilst the focus of CVCA’s activities must be on the inhabitants of Cragg Vale it does not prevent activities that include others for the benefit of people who live and work in Cragg Vale. CVCA must use all the powers (*details are in the constitution*) to further this objective and for no other purpose.
  - ii) The only people who may become full members and stand for election as Committee Members (or Company Directors) are people who live or work in Cragg Vale. Other people may become Associate Members but are not able to vote at any AGM or Special General Meetings or become Committee Members – although they can be co-opted as non-voting members.
  - iii) As Cragg Vale Community Limited is a Company Limited by Guarantee the financial liability of the Committee Members is limited to £1 – this means that they are protected from any individual liability
  - iv) The constitution enables CVCA to set up, and delegate powers, to any sub-committees as necessary and to agree details about the role etc of any sub-committee. Any sub-committee must include no less than one Committee Member (Company Director) and sub-committees must report their proceedings to the Committee. Any activities of any sub-committees must be agreed with the Committee and as the Committee has overall financial responsibility, any funds must be reported to CVCA for approval and are included within CVCA’s accounts. Any grant applications must go via CVCA. (*Details were given by way of example of how the History Group works*)
- b) Background to CRAGG15: Cragg 15 explained their background: the Group grew out of a desire to build on the community spirit of the Tour de France and to arrange an event to bring all the community together in a celebration.
- i) They have 5 or 6 Committee Members and 5 or 6 volunteers who regularly help and have been successful in all the practical arrangements for the events they have held in relation to stewards, organising transport etc.
  - ii) In relation to their original plans, they were probably looking at too big an event but want to run an event or events with CVCA so that there is one overall ‘Cragg Vale agenda’. Plans for an event in 2016 are now well advanced to seek a road closure from 9am until 4.30pm to enable activities for everyone. The event could be on a Sunday if this proved more convenient for people and businesses. The aim would be to work through CVCA in relation to community consultation and in relation to what would be likely to work, and how, in relation to an event or events.
  - iii) Cragg 15 agreed that what they are seeking is to ensure effective co-ordination and mutual benefit under the over-arching CVCA Objectives.

**Cragg Vale Community Ltd - Committee Meeting  
Monday 21<sup>st</sup> September 2015**

c) Position in relation to grants and bids for funding: In response to questions and discussion, Cragg 15 said they understood that if they were part of CVCA, any funding bids would have to be approved by CVCA's Committee and would be made in the name of CVCA. Whilst they would want to seek sponsorship and funding, they would not want to compete or clash with any CVCA bids for funding.

d) £500 promised from CRAGG15 to CVCA: A discussion followed about the status of the £500 Cragg15 had been promised by Craggs Energy and had promised to pay over to CVCA. It was agreed that whether or not the money had been received would be checked. If it had NOT been received, Cragg 15 would make a joint approach with CVCA to Craggs Energy to seek to have the payment made direct to CVCA

**CRAGG15**

e) Action to be taken by CRAGG15: Cragg 15 have a meeting scheduled for 23<sup>rd</sup> September and the discussion with CVCA will be reported in relation to:

- a. The implications for the constitution of Cragg15 if they are to become a sub-committee of CVCA (*in particular, in relation to the current purpose and objectives and powers of Cragg15*)
- b. The arrangements in relation to funding, bidding for any funding, and accounting and reporting the finances of the group

Any questions will be fed back to CVCA with details of their plans for CVCA to consider by the end of the week beginning 21<sup>st</sup> September

**CRAGG15**

A formal vote of thanks was given to John and Phil and it was agreed that it had been a positive discussion. All agreed that the aim was to seek to work together in a mutually supportive way. The Chair confirmed CVCA looks forward receiving the response from CVCA

**6 EVENTS SEPTEMBER TO DECEMBER 2015**

a) Park and Garden Maintenance: it was agreed that we should meet at 11.00am on Wednesday 4<sup>th</sup> November for a couple of hours and will liaise with the Steiner School in relation to their help in maintaining the garden. It was agreed that we should make an application for grant funding to enable the purchase of tools and equipment for garden maintenance by children and adults. Next Spring we will look into action to control invasive plants. It was also agreed to put more wood chippings down on paths etc – with thanks to Brierley for the chippings.

**ALL**

**Marianne**

**ALL  
Brierley**

b) Treasure Hunt: The following people agreed to help 'steward' the route on the day: Kevin, Pete and Brierley. Prizes have been donated by Craggs Cakes and Little Valley Brewery It was agreed Marianne should purchase bags of sweets etc for 'Treasure' and prizes.

**Marianne**

**Marianne**

c) Bikeability session: Agreed to try to obtain certificates of some kind as the 'reward' for each child taking part.

d) Traffic Follow-up Meeting: Representatives of the Council and Police should be present at the meeting and the petitions will be handed over. Marianne will not be present and therefore someone else will be needed to take notes – agreed to ask Pete if he would do this on our behalf. Also agreed to produce posters and flyers to advertise the meeting

**Judith**

**Cragg Vale Community Ltd - Committee Meeting  
Monday 21<sup>st</sup> September 2015**

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| e) <u>Festival of Lights</u> : agreed that this should be run on a similar basis to last year with singing and lanterns. The people who have moved into Sheila's old house have said we can use their electricity supply for the lights (and have also agreed that the water supply in the shed can be used for the gardening) The Church Choir, Carol Wolsenholme and the Steiner School and Cragg School will be approached in relation to singing once again and all to be asked to make lanterns. It was agreed that money for the event and the lanterns should be included in a funding bid to the Luddendenfoot ward Forum. | <b>Marianne</b>                                      |
| f) <u>Community Bonfire</u> : It was agreed that we should offer our help and look into the possibility of including the insurance for the bonfire in our CVCA insurance. We will also seek to raise funds to help with the costs at our forthcoming events  | <b>Marianne</b><br><b>Shirley</b><br><b>Marianne</b> |
| g) <u>Christingle</u> : Hugh/Jackie to obtain details about what will or will not be happening this year. Agreed we are willing to provide usual help re refreshments etc  | <b>Hugh</b><br><b>Jackie</b>                         |
| h) <u>'Pub Quiz/s to raise funds</u> : Jon Emberton had agreed to run a quiz for us once again. Marianne to ask Jon about doing this and about including a quiz once again in our AGM  | <b>Marianne</b>                                      |

**7 DATE FOR NEXT MEETING**

It was agreed that the next meeting should be held on Monday 30<sup>th</sup> November and also details to be circulated about possible dates for the AGM for confirmation by Committee by email

**ALL**