



BOARD OF TRUSTEES And Observers

Minutes of Board Meeting

17th May 2018

PRESENT:

Gareth Lugar-Mawson (Chair) Ken Christy (Trustee) Cameron Waldron (Trustee)
David Scudamore (Trustee) Richard Hollingum (Trustee) Fabienne Fraser-Allen
(Trustee) Bernard Lock (Trustee)

IN ATTENDANCE:

Elaine O'Leary (Chief Executive) Sarah Clarke (Centre Co-ordinator)
Rebecca Breakwell (Rural Officer) James Davidson (Site Caretaker)
Frances Harris (Community Facilities Advisor)

1. APOLOGIES:

Hugh Fenton (CVS)
Dawn Howard (Rural Wellbeing Fieldworker)

2. DECLARATIONS OF INTEREST:

GLM & BL declared an interest in the Hunsbury Hill Centre Limited.

3. MINUTES OF PREVIOUS MEETING:

a) Acceptance of Minutes:

The minutes of the Board Meeting held on 9TH August 2017 were approved at the Board Only meeting on 6th February 2018.

b) Matters Arising (not included on the agenda):

None.

4. NORTHAMPTONSHIRE ACRE SITE DRAFT BUSINESS PLAN

EOL explained the 2016-2019 strategic plan has been updated as some of the aims and actions in the plan were no longer relevant. The new plan covers the strategic plan from 2018 – 2023. Within this there are 3 separate sections that cover the business plans to support the overarching strategic plan. The 3 plans are for the charity, Northamptonshire ACRE, the trading arm The Barns at Hunsbury Hill/Hunsbury Hill Centre Ltd and the Hunsbury Hill farm site.

Most of the business plans have been drawn up – the NACRE one was done in conjunction with NACRE staff and the HHC Ltd one was in conjunction with Sarah Clarke, Events Co-ordinator. The site business plan looks at the future use of the Hunsbury Hill site including the woods and the hovels.

The details within each plan need to be transferred into the appropriate format and will be sent to the Trustees for comment once completed. EOL agreed to send the three draft business plans to Trustees by end of June 2018.

Action EOL

5. RURAL WELLBEING SERVICE RECRUITMENT

Linda Hook resigned as a rural wellbeing fieldworker on 6th March 2018 and Dawn Howard, second fieldworker, is leaving on 28th June 2018 to move to Devon. Adverts were placed on

various job websites for two new fieldworkers. The posts are each for 28 hours a week until the end of March 2019.

There were 24 applications for the two fieldworker posts and this was narrowed down to 10 possible applicants. Interviews were carried out over two days in May, with the result that Jessica Gooding and Kay Giles have been appointed to the posts.

Jessica will start on 1st June 2018 and Kay will start on 14th June 2018. Their CVs are available in Dropbox in the Trustees folder.

We would like to thank Dawn for all her hard work during her time as the wellbeing fieldworker with NACRE and wish her well for the future.

6. GDPR UPDATE:

The new GDPR regulations come into force on May 25th 2018. To ensure the charity is compliant we have been holding a number of meetings over the last few months to look at what we need to do to ensure we meet the regulations. Frances Harris and Rebecca Breakwell have taken on most of the work for this and have attended a number of seminars and meetings to find out more about GDPR and what we need to do. A number of internal meetings have also been held with each meeting minuted to provide an audit of the work done.

A new Data Protection Policy (encompassing GDPR) has been produced. National ACRE recommended a standard policy from Bates Wells and Braithwaite, which can be customised to suit each organisation. We have purchased this policy and a copy is on the NACRE website at: <http://northantsacre.org.uk/privacy-notice-and-data-protection-policy>. A copy of the policy is available for Trustees and staff in Dropbox.

As part of the policy it is necessary to identify a Data Controller for an organisation and that person is responsible for ensuring compliance with the policy. Gareth Lugar-Mawson is the Data Controller for Northamptonshire ACRE. Frances Harris and Rebecca Breakwell are the Data Processors for Northamptonshire ACRE and Sarah Clarke is the Data Processor for The Hunsbury Hill Centre Ltd.

FH set out what has been achieved with GDPR compliance by the board meeting:

- Last year, we carried out a data audit of what we hold, where and in what format (electronic, paper etc).
- All membership forms have been updated with the appropriate consent to contact information.
- NACRE volunteer forms and the Rural Wellbeing volunteer forms have also been updated with details of our data protection policy and processing of personal information.
- We've put in place a brand new GDPR compliant data protection policy.
- We've drafted a GDPR compliant privacy notice for our website and the Barns website and we are inserting privacy notices in our booking forms, volunteer forms and similar paperwork
- We're drafting a data breach policy and a subject access request policy. CW offered to send SAR policy from New England.

Action CW

- We're also drafting a retention policy
- We've reviewed the booking process for Olive. In the light of this we've given Olive wording that now appears on the Northants ACRE page of the Olive website. This makes it clear that Olive (and not Northants ACRE) runs the scheme, processes the data and is responsible for data protection.

Confirmation has also been obtained from Impressions Caterers that they do not forward or share any of the personal information that the HHC Ltd shares with them. The booking form is being rewritten to make it clear that the couple's personal information is shared with Impressions Caterers but no other parties. Similar confirmation is being put in place with other third party organisations.

7. USE OF DROPBOX

Dropbox is a file hosting service and Trustees have agreed that it should be used to hold all necessary documents as it is a more secure method of informing people than sending via email. It is also easier to access for meetings. Trustees should have a top level 'Trustees' folder in their Dropbox with 3 sub folders covering: Incident reports; Insurance Documents; NACRE board information. There is also a top level 'HHC Board Information' folder accessible by all Trustees and the Directors of HHC Ltd, which includes Frances Harris.

RH gave an over view of using Dropbox and explained that if a folder or file is deleted or moved by EOL in the main Dropbox it will still show in the Trustee's Dropbox until they delete it. DS stated he is having problems with Dropbox and RH agreed to look at this with him.

Action RH/DS

8. Staff Reports

These were issued prior to the meeting and are also in the attached Appendix. One point raised was to look at installing a hearing loop in the Low Barn. FH stated there has been some difficulties for attendees with hard of hearing at the Community Facilities coffee morning in January, which has been in the Low Barn. EOL to look at cost and options.

Action EOL

FFA asked for copy of new charges for services to be sent to her.

Action EOL

RB to send out to all Trustees the details of the Community Led Housing conference being held in Lincolnshire in September.

Action RB

9. Best village Competition

We have still not heard from Sally Hanrahan at CPRE regarding future funding of the competition. DS suggested he speak to Christine Moore to see if a decision was near.

Action DS

Judging was taking place for the competition. Still looking for a volunteer for the co-ordinator role and Nigel Searle had expressed an interest in this. RB to contact to see if he would like to take it on.

Action RB

EOL and RB mentioned about the new approach taken by Leicestershire RCC, whereby they had started their Rural Achievement Awards last year after not doing anything for a number of years: <http://www.ruralcc.org.uk/awards/> . These awards recognise and celebrate the achievements of rural communities, individuals, businesses and groups rather than the whole village. They were able to obtain sponsorship from a number of businesses for each award and had approx 120 people attend the awards evening. This may be an option to look at for increasing participation in the competition as a number of villages have said they don't feel able to take part as they are not strong across all the categories.

Arrange meeting with RB/DS/FFA/EOL to discuss future structure of BVC.

Action RB/EOL

10. Any other business

DS asked the Board look at having a proper Away Day next year as it is a good opportunity to see projects the charity is involved with. Trustees asked to suggest possible options.

Action All

DS also felt NACRE should be raising issues more and having a view on these, then get press releases and bulletins out about the item. EOL mentioned need to be aware of the 'lobbying' effect that may cause issues with Defra and ensure we don't infringe the Lobbying Act 2014. DS and EOL to discuss further.

Action DS/EOL

Trustees asked if Richard Quallington could be invited to the next Board Meeting in August.

Action EOL

11. Future meetings of Board and staff

Wednesday 22nd August 2018 **(Pre AGM board only meeting) – 10am in the Low Barn**

Wednesday 22nd August 2018 (AGM)

Wednesday 28th November 2018

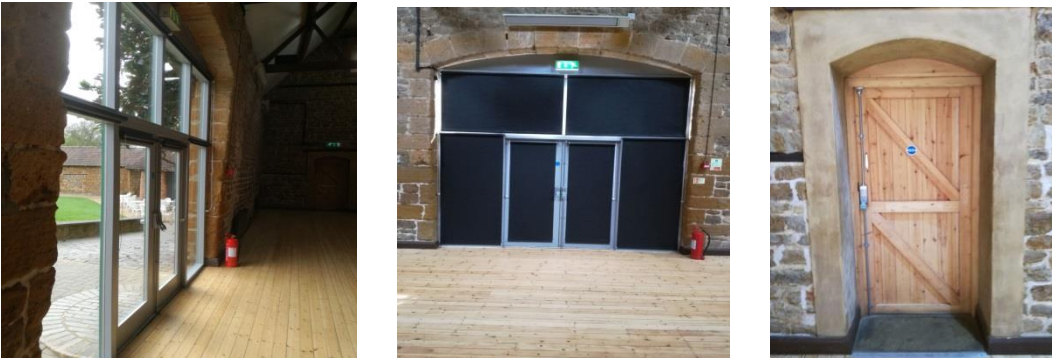
12. APPENDIX – STAFF UPDATES:

Sarah Clarke – HHC update

- We have completed 9 weddings successfully so far in 2018 and have 65 still to complete this year.
- We currently have 48 confirmed weddings for 2019. The target for the end of May 2018 is 48 and therefore we hope to beat this figure. We also have 7 confirmed bookings for 2020 and 2 provisional bookings for 2021.
- We have a wedding fayre booked on Sunday 20th May between 12pm and 3pm, a lot of interest has been generated on Facebook and we are looking forward to another busy day!
- We have recently created new wedding, funeral reception and party leaflets; I have left some on the table for you to take a look at. If you would like some to take away with you, please let me know and I will arrange this for you today.
- A lot of maintenance work has taken place recently, there a few examples below for you;
- We have recently installed new lighting in the bar area;



- James has renovated the high barn doors, fitted new fire door furniture and we have had some new blinds fitted;



- Blinds have been fitted in the bar area to make this a more useable space in bad weather;



- James and I painted the inside of the bar doors (above).
- Also, in the last couple of weeks we have had our promotional banner reprinted in line with the new GDPR guidelines and our 2020 brochures have arrived!

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Frances Harris – Community Facilities Adviser

Village Hall Enquiries

Village hall enquiries are ongoing. Not surprisingly, data protection is a frequent query with the implementation of GDPR on the horizon.

Community Facilities Membership 2018/19

Community Facilities Membership forms have been amended so that they are now GDPR-compliant. Membership take-up for 2018/19 is encouraging. 80 of last year's 101 members have already renewed.

Networking Events

In January, I held the first Community Facilities networking event. Held to coincide with National ACRE's inaugural #VillageHallsWeek, the event (which included a presentation about how to become a Charitable Incorporated Organisation), was well attended (30 members and non-members). In February, I held another networking event on the subject of getting ready for GDPR - this is an important (and complicated) issue for volunteers who run village halls. These events are a useful way of promoting Northamptonshire ACRE's village halls advisory service and the membership scheme.

Training

Rebecca and I held our third social media workshop on 19th April. Once again, attendance and feedback were good. I'm organising a second PAT (Portable Appliance Testing) Workshop this time taking place on 22 May. It will again be delivered by a professional PAT training company. Having found a playground inspection trainer, I'm now planning to organise playground inspection training to take place in the early autumn. As with the networking events, training provides a useful opportunity to promote the village halls advisory service and the membership scheme.

Newsletter

I'm currently working on a revamped and modern-looking Community Facilities Newsletter. It will be colourful, more attractively laid out and easier to read and it should serve as a better "advertisement" for the sort of help and advice Northamptonshire ACRE can give village halls and community buildings. The first issue of the revamped newsletter will go out this month.

National ACRE

In April, I attended National ACRE's training for the network's village halls advisers. This is an invaluable annual event. This year the training included fire safety, CIOs, governance structures, a Charity Commission-delivered update, and an overview of health and safety.

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Rebecca Breakwell – Rural Officer

Northamptonshire ACRE Best Village Competition 2018

The Best Village Competition judging is now in full swing and I am working with David in making sure all the necessary preparations are in place for the marks coming in, both in terms of village visits and IT judging, and for the Presentation Evening.

Good Neighbour Schemes

I am supporting more villages to get these schemes established – new interested villages are Blisworth, Cold Ashby and Gretton. The Moulton GN scheme has just celebrated it's first anniversary and the benefits are becoming apparent within the village. Having an established local scheme to showcase has provoked a number of villages to get in touch to learn more about them.

I am working very closely with Whittlebury Parish Council and Middleton Cheney Parish Council to get their Good Neighbour Schemes off the ground as these pilots are being funded by South Northants Council through Northamptonshire ACRE. I am currently drafting surveys for distribution in the respective villages to establish the need, look at what services would be used and enlist volunteers.

South Northants Health and Wellbeing Directory

As I think trustees are aware, South Northants Council commissioned NACRE to collate information on all South Northamptonshire Health and Wellbeing Groups in order to produce a Directory and online interactive map. I am currently busy collecting the information – it does entail writing to each contact

asking a series of questions e.g. cost per session, no. of current participants, postal address, etc. All the information has to be inputted and passed to SNC by 30th May 2018. If any of the trustees living in the South Northants area have any knowledge of any groups please can they let me know just in case it has escaped my radar.

Rural Wellbeing Service

I have covered some of the days on the RIC and visited Gretton, Middleton Cheney and Culworth. I did a session for Oundle Library's Silver Week as regards signposting older people towards relevant services.

Village Design Statements and Neighbourhood Planning

The Stowe Nine Churches Village Design Statement has now been drafted & I helped them with various sections of this. I continue to promote Neighbourhood Plans, especially in light of NCC being in a state of flux and the prospect of two unitary authorities in Northamptonshire, and disseminate as much information as I can about the benefits of doing a Plan. I think once the dust has settled as regards NCC then parishes will come back to thinking about making or reviewing a Plan as they may feel that middle layer of protection and knowledge of their area has disappeared.

Events

I assisted Frances with her Social Media Workshop and attended the NACRE Village Hall's Networking event on GDPR which was very much appreciated by attendees.

I attended the Moulton Health and Wellbeing Saturday afternoon a couple of weeks ago to promote NACRE generally. It was very well attended and generated a lot of interest in what NACRE can offer.

Forthcoming events

We are scheduling a Good Neighbour Scheme Annual event on 5th September 2018 to bring together volunteers from the various county village schemes to share expertise and hear relevant speakers. We ran a similar event last November which was very well received.

On 11th September 2018 ACRE is organising a Community Led Planning Conference at Sleaford & NACRE can invite a number of delegates to attend. ACRE is paying each county ACRE within a region to invite a number of interested delegates be they RHAs, developers, Councillors, agents or landowners.

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Dawn Howard – Rural Wellbeing Fieldworker

- The information bus has started again on the 3rd April covering Daventry and South Northants. - Weedon Bec, Braunston, Whittlebury, Silverstone, Potterspury, Kings Sutton, Evenley, Culworth & Middleton Cheney. Going well so far – South Northants Parish Councils getting behind service & have spent lots of time advertising/liasing with parish councils in preparation of RIC diary.
- The RWS has taken on another Good Neighbour Volunteer in Finedon (Audrey Ellis)– Covering Finedon and Burton Latimer. But one in Corby has had to drop out due to time commitments. Audrey is keen to hold surgeries in Finedon & Burton Latimer and has a background in social care.
- RIC is booked on Tuesdays until end of November when contract ends.
- The RIC will attend festivals, fetes, etc. during the summer months. – Blisworth Canal Festival Booked with RIC on the 18th August, and will attend Good Neighbour villages to support their work.
- Library surgeries booked once a month until end of November in Earls Barton and Oundle Library. More pop up surgeries to book.
- Extra RIC visits - Brixworth Country Park booked 17th July and 14th August 10-2pm – process of arranging Fermyn woods country park on 10/7 & 7/8
- New fieldworkers to start. Working with them throughout June – showing them the ropes.
- Revising documents for GDPR deadline with Frances.
- In Preparation of new bid I am also looking into new Ideas for continuation of the Rural Wellbeing Service.

My last day is 28th June 2018.