

**Fairfield Association**  
**Minutes of the meeting held**  
**on: 18<sup>th</sup> July 2012**  
**at: 49 Wingate Saul Road**

**Present:** Mandy Bannon (minutes), Andrew Brennand (chair), Oliver Fulton, Ruth Haigh (Membership Secretary), Jane Parker (Treasurer), Hilary Short, Mick Short

- 1) **Welcome by the chair**
- 2) **Apologies:** Graham Brandwood, Dave Brookes, Ellie Bulman, Sarah Dawson, Roz Peel
- 3) **Minutes of the last meeting:** agreed as correct

4) **Fun Day debrief – held on Saturday 7<sup>th</sup> July**

This year's Fun Day was a huge success and generated a fantastic profit of over £2000 – the biggest yet. We had a grant from Lancaster Green Spaces for the hire of the marquee, and we are still waiting for an invoice for tables and chairs from Ray's Marquees, so we can claim for a grant for those too. There was positive feedback regarding the all-day music – and children's games on the LGGs field. Some parents liked the fact there was somewhere to go where there weren't stalls for children to want to spend money. There was lots of help on the day. Crafts people brought their own tables. The fact the Fire Brigade weren't able to attend because of a fire in Morecambe didn't seem to matter (and they did phone Adrienne to let her know).

Points for the future: a) one certain stall holder refused to move her car from the field, which would have been problematical, if the fire brigade had attended. As we have had similar difficulties in the past, it was suggested that we review which stallholders to invite next year. b) Simon expressed disappointment that we'd used disposable cups. Ruth explained that the cake stall/café was so busy that there wasn't enough time to wash up the proper cups. Despite all her best efforts, Elaine had still found it difficult to recruit enough helpers.

Thanks were expressed to Simon Gershon for mending the marquee.

We will defer the decision until Autumn, over whether to host Fun Day next year or the year after, as the Loxhams need to know whether to host a garden party fundraiser for next year.

Fun Day Film – Ron Wood from Morecambe Bay Film Club, (who'd made the Crown Jewels, on display at Fun Day) has made a professional quality 30 minute souvenir film of the day. He would like to charge £2.50 for a CD. We could advertise it in the next newsletter and Andrew agreed to collate a list of names. Hilary needs photographs of the marquee, to send to the funders – so she may be able to send them the film if it features the marquee.

FAUNA Mugs (£14 each). Oliver said Sue Nieduszynska will coordinate the order of mugs (that was begun on Fun Day). Ruth to do an email and Andrew to put it on Facebook. Mandy took a spare mug from Oliver to give as a thank you gift to Gila Robinson for her huge fundraising concert (see Treasurer's report).

5) **Health & Safety Policy**

Andrew reported that the health and safety policy had been drafted by trustees. The committee needs to review it before it goes to FOG. It was agreed that this committee would need to itemise whether things are high, medium or low risk, and then delegate to the event organiser to do the risk assessment. The risk assessment would then be submitted to Fairfield Association monthly meetings, so event organisers need to plan more than a month ahead. Risk assessments can be adapted from others, and can evolve. Oliver said we need a repository for them all so they can be shared – e.g. a website. Andrew suggested setting up file-sharing through Google documents, rather than going on our website and being password protected. Members of FOG will be asked to suggest categories for the appendix and exemplars, but the main FA meeting will need to approve all documents.

## 6) Insurance

Zurich are asking for an extra £1200 for insurance for £80k worth of assets. Andrew will email them and ask them to reduce it, or investigate increasing the excess. It was agreed that we should shop around, and perhaps look for a local broker. Community Spaces requires us to have this asset insurance (we already have public liability insurance). But many of the things covered are not breakable – e.g. ramp, paths, hedges etc.

## 7) Treasurer's Report

### Co-op Account

Balance on 14/05/12                    £56,921.17

Balance on 16/07/12                    £64,610,88

### Income - significant

24/6/12 Cannon Hill Residents   £5,017.83

11/7/12 Gila's Concert                £ 916.04

7/7/12 Fun Day                         £2,000 net\*

\*See Income/Expense account to date - some I/E still to come

### Expenses – significant:

14/7/12 Hanabins Contractor        £525.77

## 8) Membership Report

Since May 17<sup>th</sup>, there have been:

38 membership renewals by standing order.

5 new members

(Eight had joined or rejoined at Fun Day, with 11 expressing an interest. We also attracted potential members via AGM - One couple and one new individual said they wanted to become members, there.)

Ruth felt that Fairfield Association needs to emphasise our focus, as a result of issues raised at AGM: a) that our catchment area is wider than Fairfield, and b) that we are an environmental charity, not a residents' association.

Ruth felt that it was inappropriate to knock on doors to get more subs from members, as it may alienate people (at the AGM, two members had offered to do this). She will look at ways of increasing membership in September, as so many people are enthusiastic about Fun day and FAUNA. Ruth has already tried to make contact with the volunteers.

## 9) Fog Report

a) **Toolshed** - planning application has been submitted, along with the tree survey. We have not had the bill for it yet.

### b) FAUNA

The last volunteer session had 16 volunteers including 6 Buddhists.

Recent work carried out includes ragwort removal – we are hoping to get it under control by the end of the week. It is 90% better than last year.

Meadow Flower Field – hoping to have the hay cut in August. It needs baling so it can be sold and used for cattle.

The Wild Flower survey indicates we've improved our range and number of wild flowers and grasses. We will reseed in August after the hay is removed.

Reeds Day – 1000 seedlings will be planted on 2<sup>nd</sup> August. So we need lots of volunteers.

Ruth to put items in newsletter (and Andrew to put on Facebook). It is hoped that more reeds will attract bitterns.

Heritage Lottery Bid (HLF) – a 2<sup>nd</sup> version is being submitted.

**10) FOTT report** – postponed until Dave Bookes can update us.

**11) Playground Report**

We will wait until September to do the resurfacing. We received bid money two months ago  
There is one tiny piece of repair work required on the toddler frame.  
The tree ties are getting too tight. Mick to email Ian Procter.

**12) Items of Correspondence**

- a) Rotary Club invitation to speak on Monday 17<sup>th</sup> September – Andrew is happy to give a talk, as it is an opportunity to pitch for fields (or toolshed). Mick will give him the power point presentation. (Oliver also to do a presentation in Nantwich).
- b) Beyond the Castle request for loan of marquee on three dates. We can lend it to them for 4<sup>th</sup> August and 22<sup>nd</sup> Sept but not 8<sup>th</sup> Sept as we need it for Kwik Cricket on 9<sup>th</sup> Sept. Mandy to rejig Simon’s “equipment borrowing form” and send it to the Beyond Castle contact.
- c) Lancaster District Greenspace Conference 22<sup>nd</sup> Sept – Simon Gershon would like to market this to our volunteers - Ruth to email members.
- d) Green Xmas Fair invite – we decided not to do it this year
- e) Olive Branch, on corner of Sibsey Street, has written to Ruth. They are a Christian charity who help Lancaster based people who are suffering from poverty or homelessness. They operate a food bank. They would like to find out more about us and whether we can be mutually useful to each other – e.g. have affiliated membership? Ruth to contact to set up a meeting.
- f) Highfield Regeneration Project (Freehold) - Alison Halliday came to Fun Day and was asking Oliver for advice on organising events and how to raise their profile (they are raising money with the Gregson to regenerate the tennis courts, bowling green etc.) Ruth has been in touch with info.

**13) Facebook/website/newsletter etc**

To go on Facebook: film, mugs, Reeds Day, Kwik Cricket, Apple Day, Children’s activities  
Ruth to publicise Freeman Woods campaign event (by email).

**14) Any Other Business**

Simon Gershon would like donations to Lancaster Green Spaces for the loan of:  
Yellow tent (£10) and Gas (£5)  
Mandy forwarded Simon’s lending form to Jane so she can write out a cheque.

**15) Date of next meetings**

Wednesday 19<sup>th</sup> September, 2012, at Friends’ Meeting House, Meeting House Lane.  
Wednesday 17<sup>th</sup> October 2012, upstairs at The Robert Gillow pub, Market Street (opposite Kings Arms)  
Both meetings start at 7.30pm