

**Fairfield Association**  
**Minutes of the meeting held**  
**on: 17<sup>th</sup> Oct 2012, at: Robert Gillow Pub**

**Present:** Mandy Bannon (minutes), Graham Brandwood, Andrew Brennand (chair), Dave Brookes, Ken Capewell, Peter Collingham, Oliver Fulton, Ruth Haigh (Membership Secretary), Brian Hodgson, Matt Homewood, Bill Littlejohn, Jane Littlejohn, James McDowell, Hilary Short, Mick Short.

**1) Welcome by the chair**

**2) Apologies:** Elley Bulman, Sarah Dawson, Helen Easton, Hazel Harrison, Jane Parker (Treasurer), Rosalind Peel, Lindsay Robertson

**3) Minutes of the last meeting:** were accepted.

**4) Friends of Dallas Road Gardens**

Brian Hodgson explained that as a group, they were trying to keep the gardens tidy and free from weeds and litter. They are worried about the big oak trees but are taking a low key approach at the moment. Andrew said we would help out where we can – e.g. with funding bids, but we can't currently extend our public liability insurance to include them. If they want to expand, we'd be happy to act as a sounding board. If their status changed, or they needed more – they were welcome to come back and ask.

**5) Website**

James would like to "pollard" the website – there are lots of "crossing branches" that need sorting out – e.g. volunteering crosses many pages. He showed us a handout of his proposal. After much discussion, it was decided that James would tell Andrew what our options are for a Content Management System, which would be more sustainable in the long term, but require a total revamp of the website and be a bigger job. This approach would also facilitate an internal search facility. In the short term, James will be able to use Google widget to improve the Events page to enable event organisers to put info on the website themselves and edit events/calendar/diary. Other points to consider were putting minutes on the website. There were other technical services that could be offered, e.g. having a QR code on signposts on FAUNA linked to specific pages or sources of information on the website. We also need to look at the website monitoring process, which is currently poor. It was agreed to advertise for the role of Web-Editor. Andrew will write the spec. Dave to ask Mike Swan (FOTT website designer) if he could help us with regard to website graphics design/input.

**6) Bonfire Night**

Most years, an unauthorised bonfire appears on Fairfield Green, often causing antisocial behaviour – e.g. burning of mattresses, which local residents arranged to be taken away last year. Andrew suggested we don't get involved, since our insurance doesn't cover it. Our only responsibility should be to tidy up afterwards, if required.

**7) Fun Day 2013?**

It was agreed that we wouldn't have a Fun Day in 2013 since Robin Loxham's 2-day garden party is just 3 weeks before, and it is a lot to expect from bakers/volunteers etc to help out three times in three weeks. Andrew, Hilary and Mick wouldn't be able to make the Fun Day date (first Saturday in July) Instead of Fun Day, we could ask Nick to organise a Summer Daze event instead. Andrew has said he will organise Fun Day 2014!

**8) Other Events:**

**Past: Apple Day**

Andrew reported it was a wonderful success – we made more than £500. Elley did a great job of organising it and has sent the following report.

- i) Next year we need back-up flasks, for when the urn is being filled up. (Dave pointed out that at the FOTT event, all hot drinks were supplied from flasks, and they found that having cakes and drinks served from two separate tents worked well and avoided queues)
- ii) Training sessions are required for urn-users. Mick says the urn has developed an eccentricity – so should we buy a better boiler? It was agreed to investigate electric urns (have two small ones). We could use electricity via the Martins house (using a generator would be too noisy). Ken may be able to offer advice, since he used to work for an electric urn manufacturer.

- iii) Is the First Aid kit routinely checked? Answer: yes
- iv) Let's create a children's craft box – Ruth to put out a request in the newsletter for people to donate craft materials.

A vote of thanks was given for Elley who has offered to organise Apple Day in 2013.

**Future events:**

- a) **Carol Singing** It was agreed to drop the city centre singing and just do it on Xmas Eve, which Stephen Hoyland is happy to do.
- b) **Wassailing** Date fixed for January 19<sup>th</sup> 2013
- c) **Rotary Race night** Globe Arena, Morecambe, Nov 16<sup>th</sup> 2012  
We need to publicise it amongst members: £12 each includes buffet. People bet on pre-recorded races. We can expect to receive £1000 donation from funds raised. In return the Rotary would like to have plaque saying they have supported us (e.g. on the toolshed). We should try and make up a table, would be good to show our faces. Ruth to publicise it.

**9) Treasurer's Report**

Jane was not at the meeting but had provided the following info:

**Co-op Account**

Balance on 19/09/12	£66,938.73
Balance on 17/10/12	£45,815.97

**Income - significant**

Apple Day (net) to date	£554.91 still some expenses yet
Triangle Cake Sale	£250.00

Other funds on their way: £100 from Pampered Chef fundraiser, and £3,500 from Community Spaces grant.

Mick would like to know how much money we have in unallocated funds (re Flora and Fauna – wants to know how much will be left over after we've paid for stuff). Mandy to email Jane.

**10) Membership & Newsletter**

Ruth reported that we have 1 new member and 14 membership renewals.

For the next newsletter, the following items will be flagged up:

Fields in Trust news, new "QEII Fields in Trust" plaque, LEF grant, asbestos removal (done), Rotary info – (Andrew to provide), wildlife spotting in FAUNA, Cath Elliot (Community Police) antisocial behaviour report, Thank yous to organisers of Fun Day, Kwik Cricket & Apple Day; dates of forthcoming events.

**11) FOG Report**

- Mick clarified that FOG doesn't have responsibility for organising events – just maintenance of orchard and FAUNA.
- The school visit and school risk assessment forms were both formally approved and signed off by Trustees and Committee members. (School visits stay with FOG as they are not fundraising events.)
- Mick reported that the last volunteers' session went very well. There were 32 people – 15 students. The hedge on Fairfield Green was pruned. Three quarters of the FAUNA path was cleared.
- Toolshed – grant applications are in. We will find out outcome on Nov 6<sup>th</sup>. We may have to put some of our own money in.
- Educational event - Tony forwarded a message that he and his assistant did an activity at Dallas Road School. There was much enthusiasm from many children proud to be "members" of the Fairfield Association! Tony will be doing a parent's session – and requires some publicity information. Mandy to liaise with Tony.

**12) FOTT report**

Dave reported that Friends of the Triangle had a cake sale which went well. They've had lots of volunteer sessions tidying up. They've put in a grant for 10K to do up a building. They had a meeting last week about the relationship between FOTT and F.A. Another meeting is required to work out the terms of reference in the longterm. FOTT either need to integrate or separate. A meeting between FOTT and some FA Trustees will be arranged.

### **13)Playground Report**

Andrew reported that Ian has replaced a connection on the multi-unit climbing net (no charge) and will provide a quote for further work required on the slide and toddler climbing frame.

We have two grants for resurfacing work totalling £8,400. This is to provide resurfacing under four items: the swings, roundabout, multi-unit and spinner.

We have had two quotes for the work:

- a) £7,790 – black rubber, not as good quality – has 3year guarantee
- b) £9,993 – green rubber ( same as we have now) better quality – has 5 year guarantee

Concrete edges are better than wood, but are more expensive.

It was agreed that rather than drop any of the four items, we use the green rubber, and look at concrete edging (or possibly plastic) and recoup the difference through fundraising.

### **14)Correspondence**

Lancaster & District Homeless Action Service have sent a letter of thanks via Helen, for donating our left over apples, following Apple Day.

### **15)Website & Facebook**

Forthcoming events to go on: Race Night, carol singing, wassailing and the play area appeal.

### **16)Any Other Business – None this month**

### **17)Date of next meetings**

Wednesday 21<sup>st</sup> November 2012, 49 Wingate Saul Rd

Wednesday 19<sup>th</sup> December 2012 , 49 Wingate Saul Rd

Both meetings start at 7.30pm