

## ***CFCT Minutes of Committee Meeting, Wednesday 12 March 2025***

**Present:** H Todd, J Balshaw, L Martin, M Elliot, J Longden, M Smith, M Scovell, M Wilkinson, J Viney

**1. Apologies for Absence:** - R Smith, L Hodgson, M Littlewood

**2. Minutes of Meetings 29 January 2025** – agreed and signed

### **3. Matters Arising**

- **Orchard Grant:** The Agreement contains an unlimited liability clause relating to any expenses incurred by the Council over any future land ownership dispute / issues. The Committee agreed that the Agreement could not therefore be signed. M Scovell to advise WFC that we would not take up the Grant if there is no movement on this issue.
- **Land Registration:** above discussion highlighted the need to Register the land ownership. A local retired lawyer has agreed to work to establish what will be needed in this regard and to progress things to the point where paid professional assistance may be needed (e.g. if the Deeds cannot be recovered). This matter will continue to be monitored at future meetings.
- **Fly Tipping:** The matter is believed to have been resolved.
- **Grant Availability:** Two meetings held with ACRE and CVS (Cumbria Volunteer Sector). Grants may be available for refurbishment and the development of the Hall. Advise includes:-
  - Separate person(s) to lead this as a specific and ongoing 'project'
  - Continuous engagement with others who have established processes and knowledge.
  - Building a clear vision / strategy as to intentions re the future use of the Hall
  - Ensuring 'Community Engagement' is at the heart of the strategy so that potential Grant Funders have clear evidence of benefit / impact.
  - Piecemeal approach to spending is less efficient and less conducive to obtaining funding.

**Other Actions have been recorded at the end of the Minutes for monitoring purposes**

### **4. Treasurer Report –**

- Report distributed pre-meeting. Copy attached for the record.
- Separate Account for the Quiz supplied confirming a total surplus of £557

### **5. Quiz Night Evaluation**

- A superb evening with excellent positive feedback from attendees
- The Committee thanked Mike Littlewood for compiling the questions and the different rounds and for leading the evening so well
- The Committee agreed a £50 donation to 'Move Against Cancer' ('MAC') given sales of draft beer left over from the 'MAC' event the night before.
- The quiz night 'inherited' the MAC event decoration, lighting and Hall layout which received frequent positive comment and similar layout may be considered for future events.
- Pies from Stewart Smith's butchers (Milnthorpe) deemed good value and well received.

There followed a discussion about roles and delegation of duties and 'Actions', with the need for an equitable sharing of ongoing task.

This led to the need to ensure a change of approach moving forward which in turn led on the question of the AGM

The meeting then agreed to discuss the AGM as the next Agenda item.

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### **6. AGM**

- The Committee was reminded of the logistics of the AGM process:-
  - Committee Members stand down at each AGM and a new Committee is formed
  - There are 5 Elected Members (Trustees) and 5 Appointed Member (Trustees) as representatives from the users Groups (currently being the 'WI', the 'Local History Society' (LHS), the 'Cartmel Fell Volunteers' (CFV), the PCC and the Parish Council).
  - Representative groups have been asked to confirm representatives for the AGM.
  - At the AGM the Elected Members will be elected / confirmed (more than 5 volunteers will require an election on the evening).
  - Thereafter at the first meeting following the AGM (usually held on the same date immediately after the AGM) the roles of Chair, Treasurer and Secretary to be confirmed
  - As well as the Elected and appointed / nominated representative Members the Constitution allows for 2 co-opted members to be appointed.
  - Co-opted members are to be appointed at a Special Meeting with a minimum 28 day notice period.
  - The idea of the co-opted members is to bring on to the Committee specific skills or/to fulfil particular roles required as well as the other duties of being a Trustee.
- It is likely that at least two of the Representative Group nominees will change this year and that new Committee Members will be welcomed at the AGM in May.
- The Committee decided that no refreshments would be made available at the AGM.

### **7. Spring Show**

- The Spring Show will be held 3<sup>rd</sup> May which now also coincides with the VE Day Commemoration weekend. The Hall will be decorated with bunting, with other celebratory memorabilia to be considered/agreed.
- Schedule has been published on the website and is being distributed across the community. Crosthwaite School is to be approached to request publicity of the event through a flyer to be distributed via pupil book bags and an email to parents.
- Closing date for entry forms confirmed and advertised as Sunday 27 April.
- Cake and Plant stalls agreed but LHS Photograph displays will not be required because of lack of available space.
- Separate Sub-Committee Planning Meeting set for Wednesday 23 April at 7.30pm.

### **8. Any Other Business**

- Following the leak in the Hall the Committee agreed to pay two invoices to the Plumber (c£65) and Electrician 9c£90) for remedial works.
- Insurers to be contacted to confirm public liability and 'employee' liability for access and volunteer working on the Lots; or if a separate 'Woodland Policy' is required (indicative quote c£200 obtained). The Meeting agreed that a Woodland Policy could be purchased if necessary.
- There was also discussion regarding progress re the production, review and updating of the Hall Policies (H&S, Safeguarding and Risk Assessments). The safeguarding policy / risk assessment must be confirmed prior to the Spring Show to include the planned 'Childrens Trail'. It was

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reiterated that ACRE templates are available and designed to assist reduce the workload when completing such assessments / documents.

- The last ACTION newsletter publicised the ability for individuals to register charity beneficiaries such as CFCT with 'easyfundraising'. Once the registration (confirming the Charity Name and Number) is accepted 'donations' can be earned back from a list of participating retailers (including M&S, Tesco, Amazon and Currys). If individuals wish to try this the details are:-

<b>Charity name:</b>	<b>Cartmel Fell Community Trust</b>
<b>Charity number:</b>	<b>521066</b>

### **9. Date & Time of Next Meeting(s)**

- **Wed 23 April 2025 – 7.30pm – Parish Hall – Spring Show Planning**

#### **Reminder:**

- **AGM Date to be held Wednesday 21 May – 7.30pm – Parish Hall**

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### **Outstanding Actions**

- |   |             |
|---|-------------|
| 1. Ongoing liaison with WFC re Orchard Grant                                | M Scovell   |
| 2. Risk Assessment and H&S for car park and Lots                            | M Wilkinson |
| 3. Risk Assessment and Policy updates pre Spring Show (safeguarding)        | M Wilkinson |
| 4. Plaques for Commemorative Trees  | H Todd      |
| 5. Car Parking 'non-liability' signage / Honesty Box signage                | H Todd      |
| 6. Water tank rendering (discuss with John Wood)                            | H Todd      |
| 7. Land Ownership Deeds and Land Registry                                   | M Scovell   |
| 8. Table Tennis table return (discuss with John Wood / Crosthwaite TT Club) | H Todd      |
| 9. Water quality testing (March 2025)                                       | J Longden   |
| 10. Advertise the AGM for 21 May (Parish Magazine, website and posters)     | H Todd      |
| 11. Contact ENWL re leaning telegraph pole                                  | M Smith     |

### **Building Work Actions**

- |   |           |
|---|-----------|
| • Obtain quotes for identified external and internal works    | M Elliot  |
| • Research used Commercial Kitchen units                      | M Scovell |
| • Request quote re clearing protruding rocks in car park area | H Todd    |
| • Skip Hire quote (for peat house / rear courtyard clearance) | M Elliot  |
| • High Frequency Rodent Deterrence Unit for roof space        | M Elliot  |

### **Current Action Points re the Cartmel Fell Show**

- |  |                    |
|--|--------------------|
| 1. Contact Crosthwaite School to publicise the Show                  | H Todd             |
| 2. Send schedule to Parish Magazine                                  | J Viney / H Todd   |
| 3. Organise the Scarecrow Trail                                      | H Todd             |
| 4. QR code voting for Scarecrow Trail (ask Julie Woodgate to assist) | M Scovell / H Todd |