# MINUTES OF THE HOLT AREA PARTNERSHIP BOARD MEETING
## Thursday 16th September 2010
### Meeting Room, Feathers Hotel, Holt

**Present:**
Robin Combe (*Chairman*)
Beverley Cosse
Philip High
Colin Kemp
Brian Metcalf
Pat McIntosh
Robert Prescott
Lara Williamson (*Co-ordinator*)
Deborah Shearly (*Administrator)*

Robin Combe, Chairman, welcomed everyone to the meeting.

**1. Apologies:**

Apologies were received from Harry Bruford, Emma Cletheroe and Colin Hipperson.

**2. Board Membership:**

Robin reported that no nominations had been received in respect of the vacancy for a Board member. He advised that he would also write to Sarah Woodrow in view of her continued difficulties in attending Board meetings.

Board members were asked to encourage any appropriate nominations to come forward.

**3. Minutes of the meeting held on Wednesday 14th July 2010:**

The minutes of the meeting were approved and signed by the Chairman.

**4. Matters Arising from the above meeting:**

<u>Aldborough Playground Development Bid</u>
The original Playbuilder Grant has been withdrawn and other grants were being explored.

<u>Holt Visioning</u>
Robin reported that a Holt Visioning meeting was due to take place in October to be chaired by Nigel Tompkins. John Mullen was providing advice and will be submitting the full application to NNCP for the initial grant to take this work forward. HAP Board members expressed concern about spending on external consultants in the current economic climate. Members were of the view that in order for the Holt Visioning project to be successful, it needed to be supported by the wider community.

The Board agreed that it would prefer if NNDC employees were utilised for the consultation where they have the capability and capacity. It noted that the Consultation Document could be used as a leverage for funding.

Community Chest
Lara reported that the North Norfolk Older People's Forum & HAP event which had taken place on Tuesday, 14 September, was successful. HAP had assisted NNOPF with marketing the event by providing refreshments and covering venue expenses.

The Community Fun Day held on Sunday 12 September, had also been a success. The Holt Community Police, who had organised the event, had received £50 from HAP towards the cost of refreshments.

Lara agreed to contact the Holt Youth Project for an update of their plans regarding the allocation of £50 towards their drug and alcohol project.

Newsletter: Holt Chronicle
The Autumn HAP Newsletter had been published in the September edition of the Holt Chronicle.

**5. Finance Update:**

Available Funds 16 September 2010:
Debbie presented the HAP Available Funds for 16 September. Debbie agreed to contact the Bank to enquire about electronic access and maintaining a minimum balance.

Lara advised that the second tranche of funding for April 2010- March 2011 was due from the NNDC at the end of September.

Business Plan 2010/11
Lara circulated the draft Business Plan. Board members were asked to review the document and contact either Lara or Debbie with any comments by 30th September.

A draft budget projection for 2010/11 was also circulated. Debbie explained that the figures for 2009/10 were based on actual spending incurred, as it was felt this was helpful to identify future budget allocations. However it should be noted that during 2009/10 salaries were reduced due to the absence of a permanent appointment for the Coordinator and Administrator.

Board members noted that:

- the figures for the period 1 April 2009 – 31 March 2010 were extracted from those presented within two separate accounting periods;

- following the change in HAP's accounting year from 1 April 2010, the budget projection for the current financial year was now consistent with the HAP accounting period;
- figures presented for the first quarter (April – June 2010) were based on actual costs incurred;
- salary projections to 31 March 2011 had been made on the basis of current salary figures.

Tourist Information Centre (Item 7)
Lara circulated a fee account received from the TIC in respect of costs for 2009/10 and 2010/11. Lara expressed concern that despite repeated requests made for figures the account had only recently been received and would require further clarification and a meeting with Jane Wisson, TIC Manager.

Lara confirmed that provisional TIC figures had been included within the 2010/11 budget projection. The lack of sufficient space to enable the Coordinator and the Administrator to work together continued to cause difficulties. The Board noted that on the basis of the draft accounts submitted, it was not viable for HAP to continue to share accommodation with the TIC. Therefore HAP was currently exploring alternative affordable accommodation options within the Holt area that would also enable staff to work together more effectively.

Directors' Liability Insurance
Lara reported that HAP had recently carried out a review of Insurances held through the Association of Market Towns. HAP's Accountant had recommended that Directors' Liability insurance cover be obtained. Lara and Deborah agreed to obtain a quote and report back further.

**6. Stakeholders Fee:**

Following discussion at the July meeting, Lara presented two draft letters inviting HAP Stakeholders to formalise their membership through payment of a flat fee with effect from 1 January 2011. A separate letter to Parishes had been drafted, explaining how money raised would be used to support community projects through Community Chest funds.

Discussion took place on whether the proposed £5 fee should be higher. It was agreed to raise the fee to £10.

**7. Update on TIC agreement and plans:**

This was discussed under item 5.

**8. Coordinator's Report**

Lara updated the Board regarding recent events highlighted in her report. Positive feedback had been received following the launch of HAP's new website.

The NNOPF event held in September had been successful. Lara agreed to include a link to Smart Homes on the HAP website.

Community Chest grants were in the process of being distributed to the Community Police for their Funday and the recent NNOPF event. Lara agreed to ask Holt Youth Project to confirm their plans for using the Community Chest grant.

Recent mailouts to parishes have included nominations for Community Heroes, Holt's Children's Centre "Money Matters" course. Local Broadband speeds continued to disadvantage local businesses and school children and various mechanisms were being considered to improve the situation.

Holt Community Centre had recently been successful in an application made to Community Sustainable Energy Plan (CSEP) towards the cost of installing solar panels for the Centre. HAP was involved in supporting this application and other sources of funding streams.

Robin and Lara had attended the Community Centre launch of the Development Fund. Robin confirmed that it was an ambitious programme that he was happy to support.

Melton Constable's recreation ground had recently had white lines painted for a new running track, with assistance from HAP. Ongoing problems with solar lighting continued to be subject to discussion. Community liaison in Melton Constable remained a priority.

HAP would be working with Fakenham Area Partnership to promote the Credit Union facility in both towns in February 2011.

**9. Any other business:**

There was no other business.

**10. Dates for November 2010 & January 2011 meetings**

- November 2010: (Confirmed: 7pm, Wednesday, 17 November, Holt Community Centre)
- Wednesday 12 January 2011