

**MINUTES OF THE HOLT AREA PARTNERSHIP BOARD MEETING**  
**TUESDAY 11<sup>TH</sup> May 2010**  
**MEETING ROOM, FEATHERS HOTEL, HOLT**

<b>Present:</b>	Brian Metcalf
Emma Cletheroe	Pat McIntosh
Robin Combe ( <i>Chairman</i> )	Lara Williamson ( <i>Co-ordinator</i> )
Philip High	Deborah Shearly ( <i>Administrator</i> )
Colin Hipperson	

The Chairman welcomed everyone to the meeting.

**1. Apologies:**

Apologies were received from Harry Bruford and Colin Kemp.

**2. Welcome to new Administrator:**

Robin introduced Deborah to the Board and welcomed her to her first Board meeting.

Robin explained there were concerns about HAP accommodation within the TIC office, due to the TIC front door being kept permanently open. Lara had written to Jane Wisson at NNDC about this already but both Lara and Robin agreed that they would pursue the request for TIC to close the front door whenever the weather fell below a reasonable working temperature i.e. when the weather was cold or windy.

**3. Board Membership Update:**

Robin advised that he had emailed Sandra Craske having accepted her verbal resignation at the previous meeting, but had received no reply. Therefore a Termination of Director form had been sent to our Accountant for forwarding to Companies House. Philip High agreed to replace Sandra Craske as an authorised Bank signatory, together with Robin and Harry.

There are three vacancies for Directors on the HAP Board. 30 Invitations to AGM with requests for nominations to Board had been sent out to parishes and other organisations, as well as being published in the Holt Chronicle. Two nominations had been received to date (Beverly Cosse, Chair of Baconsthorpe Parish Council & Bob Prescott, a councilor on High Kelling Parish Council).

**4. Minutes of the meeting held on Tuesday 9<sup>th</sup> March 2010:**

Emma Cletheroe advised that she had passed on her apologies for absence at the previous meeting. The Minutes were otherwise approved and signed by the Chairman.

**5. Matters arising from the above meeting:**

Community Chest Lara reported that she had received three invoices and sent three cheques for Community Chest grants. Reminders will be sent to all in June that funds need to be spent by October.

HAP Website Robin reported that there will be a presentation on the HAP website at the forthcoming AGM.

**6. Scrutiny dates:**

Following the Scrutiny Committee's review of NNCP, details of the Scrutiny programme for LAPs had been circulated. These were being carried out in alphabetical order, with HAP and Fakenham first on the list on 9 June 2010. Robin and Lara had been invited to attend.

Lara had drafted the first response to the detailed Scrutiny questionnaire, which she would be reviewing with Robin and Deborah tomorrow. Following which the draft questionnaire would be circulated electronically to Board members for comment. (Note: deadline for return of completed questionnaire to NNCP is 21 May 2010.)

Lara circulated a draft Communications Methods to Board members for comment. She advised that copies would be forwarded to all Board members for comments before 21 May 2010.

**7. AGM plans & election procedure:**

Lara confirmed three speakers had been invited to present to the AGM:

- Rhu Bruce-Lockhart on Holt Visioning;
- Josh Dyball on plans for the new HAP website and
- Sue Peters and Heather Tamplin on plans for Aldborough Play Area.

The Articles of Association require one third Board members to resign at an AGM, but those members can stand for re-nomination at the AGM. Emma requested further clarification of this process be added to Agenda notice.

Robin advised that the formal business of the meeting would take place before the speakers for approximately 30 minutes only, to ensure priority is given to presentations.

Lara agreed to circulate the approved Agenda to Parishes before the meeting and ask them to confirm who will be attending.

With regard to the Chairman's report, Robin confirmed that funding had been secured for a further 12 months but it was unclear what the position was beyond April 2011. However the District Council continue to be very supportive of Area Partnerships.

## **8. Any other business:**

### Aldborough Playground Development Bid

Brian Metcalf advised that a bid that Lara had helped draft to Playbuilder fund for playground development in Aldborough had been successful with almost £50,000 being granted. Board members congratulated Brian and Lara on the successful application.

### NNDC and Victory Housing

Lara reported that the HAP office would now be publicizing the monthly 'Your House Your Choice' leaflet to promote housing available.

### Credit Union

Lara reported that following the launch of the Holt Area Community Bank a number of applications for savings accounts and enquiries about Current Accounts with the Credit Union.

### Finance Update

Lara circulated a Financial Position Statement confirming funds available on 11 May 2010, for information. This information would be updated for future Board meetings as a new Standing Agenda item.

A summary of the externally audited Annual Accounts 2009/10 would be available at the AGM for Board members and Stakeholders.

Philip High advised that he had not had a response from Barclays Bank following the application made for his name to be included as a signatory on HAP's accounts (replacing Sandra Craske). Deborah agreed to follow up with Barclays Bank.

Lara explained that she had recently attended a meeting with Upcher Community Partnership, which had run on longer than expected due to a number of interruptions. Added confusion was caused by Sheringham Town Hall's clock being slow! Unfortunately this resulted in a parking ticket being issued by the local police. Lara asked Board members whether they would reimburse the fine if she obtained a letter from Upcher Community Partnership confirming the events. Board members agreed unanimously to reimburse Lara's expenses.

With there being no other business the meeting closed at 6.45pm.