



Friends of Rhyddings Park

Annual General Meeting

Date: 31/1/2018

<b>Present:</b>	Ann Warrington – Chair Emma Kearney – Secretary John Barrow Alan Stevens Teresa Lynch Judith Addison Ann Guest	
<b>Apologies</b>	Robert Warrington – Treasurer Catherine Cheeseman – Vice Chair	
<b>Agenda:</b>	<ol style="list-style-type: none"> <li>1) Introductions and Welcome</li> <li>2) Confirmation of Trustees and roles who form committee for the CIO</li> <li>3) Chair's report</li> <li>4) Treasurer's report</li> <li>5) Update on the park works</li> <li>6) Choose new logo</li> <li>7) Any Other Business</li> <li>8) Events diary</li> <li>9) Next Meeting</li> </ol>	
<b>Agenda Item</b>	<b>Discussion</b>	<b>Actions</b>
1	Introductions and Welcome	
2	Confirmation of Trustees and roles who form committee for the CIO  Ann Warrington – Chair Emma Kearney – Secretary Catherine Cheeseman – Vice Chair Robert Warrington – Treasurer	
3	Chair's report	

	<p>We have had a challenging year since taking over from the previous committee members – not having the knowledge of the bid process and plans made as part of that bid has meant there have been very many surprises along the way for us to manage and participate in – the most recent being the Audience Development Plan.</p> <p>As we took over the FoRP and attempted to form a committee we have numerous problems – the first being having enough people interested to form a committee, we have had a couple of people join for a short time and then resign. We have now achieved a stability within the committee of whom all 4 are not trustee for the CIO.</p> <p>Gaining our CIO status was our greatest achievement of the year – this is really important as it gives the group opportunity to apply for grants for the park and allows us to fund raise.</p> <p>When we took over the FoRP as the committee, there was no monies and no equipment. We have had several fundraising events, We have purchased office equipment (laptop; printer and paper; laminator and pouches), had tickets for events printed, paid for the website and bought items to facilitate events. We have been very grateful to all those who have participated in these events.</p> <p>Now the back office is set up, our focus is to raise money to put on events in the park and develop the audience participation plan along with our partners and the council.</p> <p>I attend the Steering Group with our partners and the council on a bimonthly basis, this allows me to update you all on the development / progress of the works in the park.</p> <p>We have allowed the website to lapse, this is because with our new status as a CIO, work needed to be done on the logo. As a new logo was needed, the committee felt a new website was also needed. As the works near completion, we agreed a relaunch of the FoRP in terms of logo and website was appropriate – refreshing interest in the park and the group.</p> <p>Our key priorities for the next 12 months are:-</p> <ol style="list-style-type: none"> <li>1) Continued support of the council in the development of our park</li> <li>2) Continued fundriasing to facilitate activity in the park</li> <li>3) Continued efforts to ensure the community are engaged, ensuring best possible communication and information sharing</li> <li>4) Continued support to develop the audience participation plan, ensuring the park is accessible for all and used by all</li> </ol> <p>Thank you all for your support in the last 12 months.</p>	
4	<p>Treasurer’s report</p> <p>Charity staus and action plan</p>	

Friends of Rhyddings Park  
CIO No: 1175682

To date, HSBC have not provided the new committee with a bank statement, the bank have caused significant difficulties on moving the bank account from previous committee to new. We have now received an apology for their errors. A detailed financial position can not be provided at this time without that detail from the bank. It is envisaged an accounts sheet will be provided at every future meeting once current difficulties are resolved. The FoRP CIO will be moving away from HSBC.

**Action Plan**

Action Required	By Whom	Progress
Change bank account to a CIO bank account and transfer current funds	Chair & Treasurer asap	
Register for tax exemption	Treasurer, once bank account changed	
Gift Aid status	Treasurer, once bank account changed	
VAT refunds	Treasurer, once bank account changed	
Financial Period	1 <sup>st</sup> November 2017 to 31 <sup>st</sup> October 2018 First set of accounts to be filed 31 <sup>st</sup> August 2019	
Year end	31 <sup>st</sup> October 2018	
Decide on accounts format	Treasurer to advise Trustees	
Treasurer report for each FoRP mtg detailing all financial transactions	Treasurer – commence March 2018	

**Annual Requirements**

Annual Report	10 <sup>th</sup> November 2018
Annual Accounts	31 <sup>st</sup> August 2019

After consultation with those present at the meeting, all agreed that onlone banking is necessary to support access to the bank account / maintain accounts.

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Update on the park works

- Landscape works update

Awaiting for building contractor to move off site before landscaping work can be completed – likely to be May, bulb planting, seeding and re-enstatement

- Coach House and Walled Garden works update

Old service building now demolished

Progress meeting last Tuesday on site, approx. 3 weeks behind schedule due to weather – hopeful for some catch up / minimise disruption

As of this morning, digging foundations of new building

Glass Building, foundations in / due for final survey for manufacturing

Brick work / block work ongoing for coach house – approx.. 60% complete

All of the building and space will be completely accessible

- Outline of construction for next 2 months

Shell for service building and boot room

Roof on coach house and extension

Retaining walls in place / ground works for raised planters

Glass Building glass will go in after contractors move off site

Bootstrap – roof on in next 2 months, following 2 months kitchens etc will be in place

Bootstrap need to be clear what is needed

ForP / Bootstrap will visit in approx. 2-3 months to plan out with Andy from HBC how the café will all work etc



- Stone Mason Update

No further action at this stage, awaiting main contractors welfare facilities have moved

Working on the fountain in the workshop

- Audience Development Programme

Lots of ideas about how to use the park and include all / make the

	<p>park accessible for all</p> <p>HBC, Newground and FoRP along with partners such as Bootstrap will be working together to ensure we deliver a range of activities reflective of the park’s heritage and meeting the needs of the local population – an action plan to manage the partnership working will be developed over the coming weeks.</p> <p>At next steering group, a date will be set for the FoRP to hold a celebration / recruitment event in the park – celebrating the end of the works, the new beginnings and working to encourage as many groups and members of the community to get involved and use the facilities.</p> <ul style="list-style-type: none"> <li>• Staff Recruitment and Selection</li> </ul> <p>Once the Audience Development Plan is complete, the job descriptions and recruitment processes will commence</p> <ul style="list-style-type: none"> <li>• Accountable Body update</li> </ul> <p>1st report has gone to monitoring officer appointed by HLF to oversee project</p>	
6	<p>Choose new logo</p>  <p>Facebook votes 10 / Meeting 7 – agreed as FoRP new logo</p>  <p>Facebook votes 0</p>	



Facebook votes 2

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Any Other Business – Ann will raise these issues with the council

Bowlers – would like to know when they will be getting a disabled toilet and when the water in the male toilets will run hot.

Bowlers concerned since the work in the park, the green is water logged – almost half of the green – what can be done ?

Waste / Rubbish Bins – why are there not more in the park ?

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Events Diary

Raffle – Our Apology Hamper = £1 a strip, to be drawn 28/2/2018



Another Comedy Night ? All invited to suggest fundraising activity

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Next FoRP Meeting – 7.30pm 21<sup>st</sup> March 2018 at St. Mary's Parish Centre, Ossy