

**Action4Acomb (A4A)
Committee Meeting via Zoom
7pm Thursday 17 June 2021
Minutes**

Present: Lorna Farr Secretary
Jenny Stewart Committee Member
Sue Morley Chair
Julie Foster Committee Member Flood
Warden

Apologies: Linda Milton Committee Member
Vicky Ferguson Committee Member

Welcome and apologies.

Sue, as Chair, welcomed everyone. Apologies were received. Consideration to making meeting time more accessible to be considered.

Minutes of previous meeting – 20 May 2021

The minutes were agreed.

Previous Actions carried over.

Action	Named responsibility	Date By	Progress
3 sets of Christmas lights for tree at Pant to be purchased	Lorna	10/21	On-going
Annual Review Flood Plan	Lorna In conjunction with EA and Lead Warden	March 2021	Deferred for a later date when Flood Wardens can meet up post Covid.
To propose addition to A4A Constitution to A4A AGM October 2021 for approval	Sue and Lorna	20.10.2021 A4A AGM	On-going

Actions as listed.

Actions considered and contained with the projects as follows.

Plans to celebrate coming out of Covid restrictions, Saturday 10 July.

Due to Government announcement, a delay to reducing current Covid restrictions to possibly 19 July requires this date to be postponed. A new date of 24 July has been agreed. The Playing Field has been booked for this revised date through the Parish Clerk. Await to hear whether a date for the commencement of works on the Pavilion has been determined.

Discussion ensued about the proposals for the day's itinerary and equipment required.

Action: Further planning meeting to be arranged - LF.

Chair's Signature:

Date: 15.07.2021

Contacts to continue with volunteers and coaches willing to contribute to the day.

Projects

Community Led Plan Questionnaire

Meeting held on 16 June 2021. Progress is being made. Ivor to consider demographics at the end of the questionnaire. Introduction/front sheet to be further worked on. Once final draft completed, updated printing costings to be sought.

Action: Further meetings to be arranged - LF.

Web update

Meeting held with Adam. Monthly standing order agreed to be reduced with opportunity to make payment for specific projects as required. Revised contract to be arranged between Action4Acomb and Adam Mckinnon. Letter sent to Acomblocal Group providing clarification of Action4Acomb's position regarding oversight of Acomb Local website. No response to date.

Action4Acomb website to be reconstructed to use a similar Word Press.

Jenny shared the updated questionnaire planned to post on the acomblocal website to gain information from users of the site. To be shared with Acomblocal group members prior to posting on website.

Action: Await revised contract from Adam McKinnon.

Await response from Acomblocal group members.

Work on A4A website to continue.

Jenny to recirculate redrafted questionnaire to Action4Acomb Committee prior to it being shared with the Acomblocal group before posting on the website.

Vicky to help with the website following sharing training videos.

Jenny to lend Vicky a laptop computer.

Great British Spring Clean 2021

Feedback from this year's event on Saturday 5 June between 10 and 12 md. Eleven bags of litter collected. Thanks are extended to those volunteers who attended.

Plan activities in Village Hall to resume in June.

Lorna met with Julie Finch. To identify future dates for Let's Sing Again group once clearer about relaxation of restrictions and make further contact for arrangements and publicity.

Consideration of whether Acomb Film Club will recommence in the Autumn. Links to be made with the Queen's Hall who have supported with the licensing costs. Seek a lead for this activity.

Action: Await contact with Julie Finch to plan towards the start-up of the Let's Sing Again group.

Links to be made with Queen's Hall to check on the arrangements for financial support to part cover the license.

Consider a lead for the Film Club.

Annual Scarecrow Trail

Plan for the end of this event to coincide with the Breakout event on the Playing Field on 24 July. Publicity to be planned and ensure shared with Nursery and School to cascade to families via their social media.

Action: Plan publicity
Jenny to check on timings.

Standing Items

Finance: Treasurer's report

Progress with change of Treasurer role

Co-op Bank documents to transfer Treasurer role to Vicky have now been completed having been finally signed off on 11 June 2021 and returned to the Bank. Hard copies to be filed in Treasurer's file. Laptop prepared and made available for Vicky's use. Treasurer's File collected from Rachel by Lorna and handed over to Vicky. Rachel's contact details shared with Vicky to obtain a hand over.

20/05/21 – 15/06/2021

Previous balance (20.05.2021) **£16,923.36**

Which includes funds held for Acomb Tennis Club (£2,233.98)

Income

		£00.00
Total		£00.00

Expenditure

26/05/2021	Adam McKinnon Acomblocal	£100.00
15/06/2021	Hexham Youth Initiative	£627.30
Total		£727.30

Account balance as at 15/06/2021

(£16,923.36 - £727.30) = £ 16,196.06

A revised standing order has been put in place from 26 June 2021 to March 2022 inclusive to cover the maintenance costs for the websites - £25.00 per month.

Grant Funding

A breakdown of grant funding shared with the committee. This current grant funding breakdown will be carried forward to the next AGM as part of the Treasurer's report.

Action: Regular grant funding break down to be shared at committee meetings.

Chair's Signature:

Date: 15.07.2021

Feedback from Acomb Parish/Trustee Meeting – June 2021

Julie fed back from the quarterly Trustee Advisory Group meeting.

Action4Acomb's response to the questions posed by the Trustees at our last meeting were shared by Julie at the Advisory Group. However, little interest was shown and in fact the Trustees would seem to have forgotten that they had asked for responses. It was stated that this was more appropriate for the newly formed Village Hall committee. It is unknown as to who is on the Village Hall committee and what its terms of reference are.

Planned communications/publicity.

- Continue to use Acomblocal and its calendar to promote events.
- Scarecrow Trail to be advertised.

AOB

No other business.

Meeting closed at 9.35pm

Date of next meeting

Thursday 15 July at 12.30 to 2.30pm. Note change of time.

Dates for 2021 planned – Thursdays except *AGM. Time to be confirmed.

19 August 2021	16 September 2021
20 October 2021 (AGM) *Wednesday	18 November 2021
16 December 2021	

Actions carried over to next meeting.

Action	Named responsibility	Date By	Completed
Celebration event Booking of Pavilion and Playing Fields. Communication with NCC Highways. Set up planning group linking with local groups and partners.	Lorna and A4A Committee	17 June 2021	Cancelled.
Web sites Lorna to arrange a meeting with Adam to revise the contract with Action4Acomb. Resolve issues about Freeola. Jenny to write to Acomblocal members making it clear that	Lorna Lorna, Sue and Jenny Jenny	Early June 2021 Early June 2021 Early June 2021	Completed Completed Completed

Chair's Signature:

Date: 15.07.2021

<p>Acomblocal will not become a management committee. Jenny to recirculate redrafted questionnaire to Action4Acomb Committee prior to it being shared with the Acomblocal group before posting on the website. Vicky to help out with the website following sharing training videos. Jenny to lend Vicky a laptop computer.</p>	Jenny	End of May 2021	Completed
	Vicky	June 2021	In progress
	Jenny	June 2021	Completed
<p>Recommence Village Hall activities – meet with lead for Let's Sing Again</p> <p>Links to be made with Queen's Hall to check arrangements re: financial support towards film license</p> <p>Consider lead for Film Club</p>	Lorna	Await further contact with coordinator of the group once Covid Gov guidance clearer	In progress
	Lorna	15.07.2021	In progress
			In progress
Scarecrow Trail	Lorna and Jenny	Publicity Confirmation of timings	In progress
<p>Download relevant forms and get relevant members to sign. To liaise with Rachel and obtain the Accounts File to transfer to Vicky. To ask that Rachel might undertake a handover with Vicky.</p>	Lorna	Immediately	Completed
	Lorna	Immediately	Completed
	Lorna	Immediately	Completed
	Lorna	Immediately	Agreed
Grant funding break down at each meeting	Vicky	15.07.2021	To be presented
CLP questionnaire -	Jenny, Sue, and Lorna	16 June 2021	Ongoing meetings

Chair's Signature:

Date: 15.07.2021

preliminary work to be undertaken by those wishing to be involved			
Feedback to the Trustee Advisory Group at their next meeting.	Julie Foster	June 2021 meeting of Trustee Advisory group	Completed
Sports England Small Grant Funding	Lorna	2021	To be submitted
Flower bed tidy	Lorna and other willing members/volunteers	03.2021	On-going
Timetable future events	A4A Committee	Further dates	On-going