

Minutes



Committee Meeting - East Coast Gymnastics

Wednesday, July 23, 2014

6:00pm to 7:00pm @ Chapel St Leonards School.

Meeting called by: Committee

Attendees: Ian Ison, Fiona Ison, Donna Brass, Amelia Haslehurst .

Absentees: **Clr Fiona Brown**

Articles Provided: Minutes of Last Meetings, Large Community Grant Application Response and Monetary Loan Agreement.

Articles Presented: Chapel St Leonards Primary School Agreement.

TIME	TOPIC	FOLLOW UP NOTES
6.00pm – 6.05pm	Amelia H. Offered everyone a hot drink, Due to errors by Ian I. Fiona B. was double booked and was not present Ian I gave apologies to all from himself and from Fiona B on her behalf.	None
6.05pm – 6.06pm	Ian Ison volunteered to Chair the meeting in the absence of a Chairperson	
6.06pm – 6.08pm	Review & Accept the Minutes from the previous meeting.	Official Records Held By I Ison (Club Administrator)
	The minutes of the previous meeting were found to be a true and accurate record of events and were formally accepted and signed.	
6.08pm – 6.12pm	Review progress on outstanding policies:- Safeguarding Children & Child Protection Policy	I Ison (Club Administrator) To write up adjusted Policy A Haslehurst (Welfare Officer) to approach Miss Lyall
	Amelia H. suggested that ECG could have the same contingency plan as the school in that Miss Lyall would be a secondary person with whom contact and advice maybe sought should the need arise.	
6.12pm – 6.13pm	Review progress on grant funding.	None
	Fiona I. presented the letter from ELDC Funding Board and explained that we still had some hoops to jump through but that the outlook was positive.	
6.13pm – 6.16pm	ECG progress on obtaining the required letter from Chapel St Leonards School regarding hire agreement, storage agreement, and Insurance responsibilities. (Out Of Agenda Order)	Official Records Held By I Ison (Club Administrator)
	Amelia H. (<i>Acting as her role of School Headmistress</i>) Presented an agreement detailing the rental of the school hall, an outside shed and the insurance terms, which were formally accepted and signed.	

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6.16pm – 6.20pm	Mrs Ison to formally Loan [REDACTED] to ECG. Discuss and Agree on any terms therein.	Official Records Held By I Ison (Club Administrator)
	Fiona I. (<i>As A Private Citizen</i>) discussed with the committee the terms previously discussed with Fiona B. and Ian I. which were [REDACTED] per year deferred for the first 2 years . Donna B. asked what would happen should the club not have [REDACTED] spare at the end of the year. Ian I presented an agreement previously drawn up that showed an extra clause that should ECG not have sufficient funds in place at the end of the year then that years payment could be deferred until such time as it could afford to repay, without incurring any penalties. The agreement was formally accepted and signed.	
6.20pm – 6.30pm	Discuss possible summer holidays activities and confirm days of operation for the new school term.	None
	Amelia H. (<i>Acting as her role of School Headmistress</i>) asked when the club would like to operate. Fiona I. suggested that Tuesdays & Thursdays would be ideal and that the first week 9 th & 11 th September. Donna B & Ian I questioned if that was enough time to get the leaflets out and it was agreed by all that the start date would be 16 th & 18 th September 2014.	
	Ian I. asked whether the school would like some help preparing the storage facilities during the school holidays. Amelia H. (<i>Acting as her role of School Headmistress</i>) felt that would be ideal and will approach the school caretaker to arrange a suitable date.	
6.30pm – 6.45pm	Any other business wind up meeting?	I Ison (Club Administrator) To Supply [REDACTED] Leaflets
	Ian I. asked how many pupils were attending school in the new term. Amelia H. (<i>Acting as her role of School Headmistress</i>) said it was around [REDACTED]. The committee agreed to supply [REDACTED] leaflets to the school .	
	Amelia H. asked if Fiona I was confident that the equipment could be purchased in time for the 16 th September. Fiona I said she was very hopeful that once ELDC has confirmed we were successful she could contact the various suppliers to arrange a delivery date and provided all was well that would be before the 16 th but even if everything didn't fall into place the club could still run with its current equipment and although not ideal it will suffice.	
	The committee decided a date for the next meeting .	Next Meeting 3 rd September 2014 5:30pm @ Chapel St Leonards School
	Both Ian I & Fiona I thanked everyone for coming to the meeting .	

I hereby certify that the foregoing is a true and correct copy of the approved minutes of the committee meeting held on 23rd July 2014

[REDACTED]
Secretary

[REDACTED]
Date