

FERNWOOD RESIDENT ASSOCIATION MEETING (FRA)

Minutes of the FRA Committee meeting
Held at 7:30pm on Tuesday, 06 June 2017.
Fernwood, Earls Bar.

PRESENT

Chairperson: Dave Mack

Vice Chair: Vacant

Secretary: Vacant

Treasurer: Barry Smith

Communication & Media: Emma Louise Oldham

Attendees: 16 FRA members were present: Dave Mack (Chair), Cheryle Mack, Barry Smith (Treasurer), Dee Smith, Mandy Knowlthon Rayner, Emma Louise Oldham (communication & Media), Ian McGregor, Henry Paakow, Geoff Bowers, Amanda Mitchell, Michelle Halfpenny, Neill Mison, Mike Hartley, Nigel Branston

1. WELCOME

Dave Mack (Chair) welcomed everyone and opened proceedings by introducing himself and asked other members present to do same. Dave asked whether members had read the previous meeting minutes (Tuesday, 23rd May 2017) which was emailed to members on the mailing list. Dave highlighted the main points in the previous minutes and asked if members had objections. There were no objections or apologies raised. The previous minutes (Tuesday, 23rd May 2017) was moved by Ian and was accepted unanimously.

- Dave distributed FRA Agenda for Tuesday, 6th June 2017, to all members present. Copy attached appendix 1
- **Apologies :** Annette Chester, Adam Collis , Heather Cullen

2. MATTERS ARISING FROM THE PREVIOUS MEETING

Dave presented the vision of the organisation of the summer fete to members and went through a list of activities various members have volunteered to organise. Activities mentioned by Dave were **Bouncy castle, Archery, Dog show/Dog Competition, Welly Wanging, Slack line, Wack the Rat, Treasure Hunt, Pony Ride, Tug of War, Air Ambulance/Parachutes**. Each organiser was given the opportunity to update the committee on how their part of the activity they were volunteering in was progressing.

3. TREASURERS' REPORT

Dave invited Barry Smith (Treasurer) to present FRA Account to committee members. Barry distributed to all present FRA Statement of Accounts as at 06/06/2017 and FRA Village Projects Fund Bank Accounts. He explained to FRA committee members that the FRA had two Accounts:

1. FRA regular statement of account
2. Fernwood Special Village Projects Fund.

Barry explained in details how these two accounts functions:

- Fernwood Special Village Projects Fund: Set up by the FRA to manage the funds presented to the Village by B/DWH and used to fund Projects and or ideas within the FRA community. Some of the projects funded by the Project Fund were: Petanque project, Fernwood Forest Schools/Nottinghamshire Wildlife Trust, Fruit Trees, educational toys, pop-up shelters, FAD's, portable lighting and Seed money. The Village project fund currently stands at £3285.
- FRA Accounts: Barry explained the income and expenditure related to the FRA Account and the current balance brought forward as at 06/06/2017 was £1455.04
- Dave inquired from members if anyone had questions related to the FRA accounts presentation. Members agreed it was well explained, Dave proceeded to the next item on the agenda and Ian seconded.

4. REPORT FROM GROUPS WITHIN FERNWOOD:

Fernwood Forest School (FFS) - Emma, who is organising the FFS went on to explain the activities of the forest school. Emma updated members on the activities of the forest group and she raised the notion of looking for funding opportunities during winter times and suitable places to carry out activities. Dave suggested Emma should speak to John at First Port to find suitable locations for the forest school activities. Ian asked whether the Forest group was going to do something in particular at the Fete for people to see. Emma explained that a new under 3 year group is being formed and that families can also join in as well.

Another project mentioned by Barry i.e. **The Youth Initiative Programme**, set up to tackle problems with youth ASB on Fernwood. The youth initiative programme, in light of the young people who were involved having GCSE exams at the present time, is not currently active, although we await updates from Emma with regard to the **Forest School** and possible progression where teenagers may want to get involved with FYI.

REPORT FROM THE PARISH COUNCIL (PC): Barry informed members about *two vacancies (Parish Clerk and Parish Councillor)* have arisen as a result of resignations and she is looking forward to recruiting to fill these two posts. Barry explained to members the vision of the Parish Council, the strategies and objectives looking ahead into 2022 and areas where the Parish Council can be of support to FRA residents.

5. FERNWOOD CENTRAL JOINT MAINTENANCE PANEL REPORT:

Dave informed members that First Port has a new manager called Gary Cox. Gary had sent an email which Cheryl read to members. Some members raised problems and issues they have encountered with First Port. Some of the issues raised were parking, unilateral decision-making by First port which sometimes excludes FRA members & Parish Council, issues that have to do with maintenance payments, improper accounting by First port and communication issues with First Port and FRA. Barry stressed the importance of communications between First Port, FRA and the Parish Council to ensure all are on the same page to avoid confusion and to ensure that the FRA and the Parish Council were involved in the decision making process taken by First Port. Barry again stressed the importance of having someone from First Port working with FRA and the Parish Council to ensure optimum benefits for the fee paying residents living in Fernwood Village.

Amanda wanted to know how her accounting issues with First port ought to be resolved. Barry explained that Amanda or any member having issues with First Port in terms of estate charge payment miscalculation can write directly to First Port, or log into the account individuals hold with First Port. Alternatively, members can contact First Port directly by email or phone to resolve any payment issues. Barry said individuals who have moved houses on Fernwood can apply for multiple rebates.

- **Magazine:** FRA magazine was brought up by Dave, when some members raised concern that they do not see adverts about activities of FRA & PC and therefore are not able to attend meetings. Others also said they missed the last meeting because they did not see any flyers to that effect. Barry showed members a copy of the Fernwood Fanfare from March 2017 Issue 3, which advertises and broadcasts all activities happening in the PC & FRA area. A couple of members had not seen the magazine so Barry passed it around for member to have a look. A member suggested that the name of the summer fete can be emblazoned on the front cover of the magazine. Ian suggested he will be happy to do a write up or a column in the magazine and Geoff supported Ian's idea of a write up, that may include some pictures of FRA activities. Dave wants a magazine which is fun to read, but also cautioned, he doesn't want anything too contentious in the magazine that will stir controversy. Members felt the Fanfare magazine should not be mixing up activities or projects of First Port in its editorial & columns.
- **Fernwood Fanfare Update:** Cheryl to update committee

6. FERNWOOD SUMMER FETE

Dave asked members organising various programme on the day of the fete to give an update on the progress of their activities following on from our last meeting. Dave wanted to be certain as to how many activities the fete will have on the day. Geoff also brought up the idea of having to space the various events and peg the events out appropriately. Emma urged members to get everything i.e. activity/event sorted out and ready to go 4-5 weeks before the fete date on the 8th of July. Dave stressed that the committee should have everything put together before the 24th of June. Dave emphasised the importance of having events demarcated & spaced out properly. Ian and Geoff have enthusiastically volunteered to sort the spacing and stands out for the events. Dave then encouraged members to cross check any expenditure on events with himself or Barry before putting an invoice through. If anyone had made some spending already, they should put the invoice through to Barry.

Name of The Fete: Barry made the committee aware of various names suggested for the fete e.g. Fernwood Party on the green. Ian suggested Fernwood fete, however the committee agree unanimously on Fernwood Summer Fete and Dave asked whether anyone objected to the name. The fete banner will read in bold “**FERNWOOD SUMMER FETE**” Nigel suggested this should be widely advertised and publicised on the Fernwood Facebook page, Fernwood Fanfare magazine and any available advertisement avenue.

EVENTS / ACTIVITIES

- **Slack line:** Adam wasn't present to give an update on his activity. Dave gave members an insight into Adams activity and members present agreed it can be executed on the day.
- **Dog Show/ Dog competition:** Amanda and Michelle working on this activity gave the committee an update. Mitchell reiterated that she doesn't foresee any problems at all and she's making a couple of inquiries regarding resources needed to organise the activity with a couple of local dog charities. Neill suggested designer dog activities, best bred dog or best family dog. Mike made an observation that Fernwood compound has a number of dogs and believed dog owners will be quite interested in the dog activities.
- **Wack the Rat:** Sam's event. Ian, Emma, Michelle and Dave gave suggestions and how they think this event can be organised successfully.
- **Dance Group:** Emma confirmed Irish dance group will be performing for sure. Emma said she is consulting with a couple of dance performers, before she will report the progress of the dance event fully. Emma said, she is planning on how many performances these artist will be doing. Emma mentioned two dance groups featuring on the day. Dave said another dance group can't perform but will have a stand. Ian will help in the coordination of the dance group.
- **Rock Choir:** Michelle updated the committee that unfortunately, the Rock Choir will not be able to perform, so she's looking into a **local cheer leading group** to take their place or someone playing the trumpet. Emma told the committee there are a couple of music performers/entertainers lined up but working hard to see whether she can get a couple to perform for free, since most will be charging around £140.
- **Welly Wanging:** Heather will be giving the committee an update.
- **Solve the Puzzle:** Dee showed the committee her activity which was well laid out on a piece of A4 paper. She however didn't explain in detailed just because it will give the clues away in the cause of explanation. Dave suggested a charge of 50p-£1 be paid to participate in the activity.
- **Pony Ride:** Cheryle updated members of the progress on this activity. Ian also chipped in to say having a pony ride will be a big a hit with people and families. Dave suggested pony poo bingo could be set between 1:00 – 2:00pm. Mike, Geoff, Dave came up with various activities that can be performed with the pony.
- **Tug of War:** Neill told members the tug of war activity is on course. Dave suggested a mix of teams i.e. men and women, Emma also thought families pitched up against each other will be fun.
- **Wild life Event:** Emma made mention of arranging a wild life event. She elucidated that close experience with wildlife will be fun. Dave suggested a spend of about £50 on this event if it is feasible. Emma informed committee she's speaking to a couple of charities to set up stands.

- **Face Painting:** Emma told committee she's found two volunteers willing to do face painting. She is also consulting with the volunteers on logistics and resources needed for this activity. Dave was interested in the cost of the face painting activity. Janice raised issues of health and safety associated with face painting i.e. allergies that some kids may have when exposed to certain paints. Barry will have a chat with Janice about the face painting allergies. A member of the committee raised the idea of introducing a disclaimer on this event. Barry will be enquiring about the Parish Council insurance policy on that. Barry suggested Bouncy castle and face painting can be done together as joint activity. Michelle mentioned tattoo be included in the face painting activities.
- **Bouncy Castle:** No volunteers yet to take this activity on. Amanda suggested that the Huxters are brilliant professionals in building a bouncy castle and organising bouncy castle events. Michelle will pass on the Huxters Firepot phone number to Dave who will make a follow up call with the Huxters.
- **Archery:** Emma is coordinating the archery activity as well. The issue with the archery is the cost involved and how much is needed to be charged to participate in the event. The venue for the archery was agreed unanimously by the committee to be the inner square of the tennis court suggested by Dave. Venue chosen solely based on health & safety concerns. Dave told Emma the committee will be happy to spend £50 pound if we can recoup back the money. There were various suggestions made on how much to charges for the archery event. Dave to finalise the archery event with Emma before our next meeting. Mike and Geoff raised the issue of insurance related to the archery events. As related to payment/charges for the events it was mostly agreed that Emma and Dave will work together to come up with the financing for the event in our next meeting. Ebi expressed interest in helping out with the archery. Geoff suggested if Earls bar can come up with an idea to liven the archery event up that will be really good. Emma made it known that, there are a couple of people happy to help with the archery.
- **T-shirt:** Dave briefed members on the progress of acquiring T-shirts for the committee and organisers of activities /events. 20-30 T-shirt are intended to be bought, however the costing needs to be sorted out before the next meeting. Dave observed that about 10 T-shirts might cost £12 and subsequently £9 each. Neill suggested a T-shirt firm the committee can contact, and will pass details on to Dave. Michelle suggested that to reduce cost, members can bring their own T-shirt for the labels to be embossed on. Emma suggested badges if the cost of T-shirt was prohibitive. Ian Suggested Tar Bars and Dee suggested high visibility.
- **Royal Air Force Association:** Nigel to consult and get back to members on our next meeting.
- **Fire Service Engine:** Michelle will update the committee on our next meeting.
- **Raffle:** Geoff asked committee members the prices of the raffle ticket and associated cost. Sally happy to volunteer with the sales of the raffle ticket. Dave said the name of the fete can be rolled out with the raffle ticket.
- **Sponsorship:** Geoff to follow up on few leads on the sponsorship of the fete. Geoff suggested a couple of supermarkets he has in mind to speak to. Dave also raised the prospect of sponsors taking up the sponsorship of the fete T-shirts. Emma also reiterated that Geoff will do a good job hustling sponsors for sponsorship i.e. local supermarket.
- **Cake / Pastries :** Dave & Emma to finalise and give the committee an update
- **Book Donations:** Second hand book donations, Emma called for more books to be donated. Ebi suggested a box can be stationed at Earls bar for donated books to be dropped off. Barry suggested that books could be dropped off at the village hall on Thursday the whole day, because the village hall will be opened during voting till late evening. Mariam and Carole will also give an update on the book donation.
- **Parking Spaces:** Barry recommended the area around the Business Park will be an ideal space. Dave emphasised the need for traders having a place to park. Neill said the last time a fete was organised over 50 cars parked all over the village. Neill will find out whether cars can park at the Business Park. Mike suggested that events participants should be made aware of parking difficulties. Ian said FRA residents will not be parking around the fete area since most have designated car parks and garages. Ian, Geoff, Neill will sort out the parking situation and get back to the committee before the next fete meeting.

- **Facebook Page:** Michelle to set up a closed private Facebook page to facilitate quick communications among members and get regular feedback and update as to the progress of events or activities. Dave raised the prospect of WhatsApp messenger group to facilitate quick dissemination of information.
- **Appendix:** See attached / below for FRA Statement of Accounts, Fernwood Village Project Fund, FRA Agenda for 06/06/2017.

7. AGENDA FOR THE OPENING MEETING TO BE HELD

8. CORRESPONDENCE: None

9. DATE FOR FUTURE MEETING 2017

7:30 pm, 24th of June, 2017. AGM meeting Venue to be confirmed

7:30 pm, 27th of June, 2017. Next Summer Fete Meeting at Earls

Meeting Ended around 9:40 pm

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**FERNWOOD RESIDENT ASSOCIATION MEETING (FRA)
Elections of FRA Officers**

OFFICERS

Chairperson: Dave Mack

Vice Chairperson: Vacant

Treasurer: Barry Smith

Secretary: Vacant

Communications and Media: Emma Louis Oldham

Elections of FRA Officer

Barry briefed members what elected FRA officers do, the role, duties and responsibilities. Barry emphasised that it is important to get signatories to the FRA accounts and therefore the two positions vacant ought to be filled.

Geoff and Nigel put themselves up for the elected office of Vice Chairperson and Secretary respectively. They also volunteered their names to be put forward as signatory to the FRA accounts.

These names with designations, Dave Mack (Chair), Geoff Bowers (Vice chair), Barry Smith (treasurer), Nigel Branston (secretary), Oldham Emma Louise (communications & Media) will be presented and put forward for voting during the Annual General Meeting (AGM) to be held on the 20th of June 2017. Dave requested the contact details of the new members of the FRA officers.

Affiliations and associated members to FRA expected at the AGM will be the Notts County council, Newark and Sherwood District Council, Neighbourhood Policing, First Port, Fernwood Parish Council, other Groups and charities in Fernwood.

Dave suggested that invites for affiliations, associated members and people living in Fernwood and vicinity should be send out early and the AGM widely publicised to get residents involved. Dave encouraged members to invite other residents to attend the AGM. Ian suggested the AGM should be made more fun so as to get more people to attend. Barry also suggested that FRA Facebook page will be an excellent opportunity to raise awareness of the event. Barry will check and confirm the availability of a venue for the AGM

The AGM meeting will start at 7:30pm on the 20th of June 2017.