

LIFE TEAM MINUTES - 19.9.2018

The meeting began with prayer.

1. Present - Andy Gore(chair), Andy Evers, Sheelagh Webster, Julie Thompson, Mark Blackwell, Ed Tomlinson
2. Apologies: David Dalton, Muriel Dalton, Ross Ashley, Sue Harvey and Chris Walton.
3. Minutes of the meeting on 25.7.18 were agreed
4. Resources and Infra-structure

Building:-

- i. Elise is preparing the plans for submission to the Planning Department, but the quantity surveyor has not had time to assist yet.
- ii. Kris Barry a local architect met AE at Soul Survivor and has shown an interest in the project. He has visited the Hall and is impressed with the plans we have developed to date. He has made a few useful suggestions relating to the outside area including possible terracing, a large metal gate with Life boldly engraved on it so that it is very clear to passers by and visitors. Inside he has suggested a Dumbwaiter by the kitchen. The next step is to meet with him again when Elise, Ross, Ed, Richard and AE can be present.
- iii. It was noted that we have not yet received a formal acceptance of our offer from Peter B. AE is chasing.

Finance:-

- i. We have a balance of £8,575.18 people have signed up to giving monthly by direct debit and 10 have made direct donations. This is below our original expectation of around 100 people.
- ii. Action to improve the donations will be taken by sending out letters to all with a gentle reminder. Where possible these will be handed out personally, Julie and AE, and by trying to encourage each church to have the lead minister and one other member as LIFE champions, AG and AE. It was decided not to seek Corporate Sponsorship yet as we do not own the building and we need to consider the ethics of businesses.
- iii. We noted that YBA has changed its policy on granting loans and they will now offer up to 70% @ 3% interest preferably over 10 years but not exclusively (20 years still possible). AE intends meeting with the new Methodist minister to find out what can be borrowed through Methodist channels.
- iv. A few additional suggestions were made i.e. manning a gazebo at town functions to publicise LIFE, exploring Big Connections grants and asking people to "buy a brick".
- v. Julie informed us that our annual return was due. AG to get this completed
- vi. We agreed that JT should speak to an accountant (Jonathan Lambert) and get a price for independent examination of accounts and sending off charity commission forms in the future.

Teams:

- i. We referred to the Business Plan to check what had and had not been achieved. We are on track.
- ii. There is ongoing engagement with churches, council, mayor, LA and Health.

Fundraising:-

This was deferred to the next meeting.

Partnership and Collaborative Working:-

- i. All paperwork no longer needed has been shredded in line with GDPR
- ii. Ed has produced a GDPR policy and asks for comments. He has recirculated as a reminder. All to check its contents and respond.
- iii. Dronfield TC – AG to discuss with the mayor when it will be appropriate to present details of the project to him.
- iv. A date in early Oct. has been arranged for AE and AG to meet with Richard.

Customer Focus:-

- i. Ed explained the process which will be followed when we carry out some market research.
- ii. It has been suggested we should consider providing "hotdesking" facilities for Dronfield business people. This would also generate income.

Business Plan

- i. It was agreed that we will ask John Plant to continue guiding through this process but probably in the New Year.

AOB:-

- i. What our priorities are now was raised and it was agreed that they are :- to complete the plans that include all minute details for approval and submission and to secure finance. We also need to produce an identical pack for the tendering process.
- ii. Ed and Julie will meet to discuss whether or not to combine the direct debit form and Gift Aid details or not.
- iii. Ed gave a demo and explanation of secure data storage on the cloud via sync.com. This is free for the first 5GB which will cover us for the foreseeable future. It also provides full versioning and back-ups.
- iv. We agreed to spend £40 for an "Add on" for our website, which will allow us to combine forms if JT and ET felt it was necessary

Date of next meeting:-

17th October 2018 at 7.30pm (Apologies Sheelagh Webster)