

**DRA Core Team  
Minutes of Meeting  
4 June 2018, 7.30 pm at SSC**

**1. Apologies and attendance.**

Attendance: Sam Borman, Wendy Borman, David Casswell, Ian Eiloart, Matt Gardner, Sheri Kinbrum, Gerry Mountfort, Dave Munley

Apologies: Ian Croston, Nicky Helliwell

In the absence of Ian C and Nicky, Sam chaired the meeting. David was welcomed.

**2. Review and approval of previous minutes.**

2.1 CTM 9 May 2018 minutes. Approved.

**3. Review and update of actions from previous meetings – round the table.**

3.1 CTM 9 May 2018.

- Re 3.2 (DRA DPAC funding application for ASB initiative). Ongoing as Matt is still waiting to hear from Joanne. Action – Matt.
- Re 5.1 (Discovering Derwenthorpe) – RAs complete and approved by JRHT. Julian will not ask for funding unless required ie operates at a loss.
- Re 5.2 (community coffee mornings). Sheri stated this will be discussed at the next CAG meeting on Friday 15 June 2018.
- Re 7 (relationship between CAG and DRA). Sam and Wendy are going to the CAG meeting on Friday 20 July 2018.
- Re 7 (DRA strategic planning meeting). Ian E agreed to organise this.
- Re 7 (Kidzone bank holiday opening). Complete.

3.2 DGG meeting 23 May 2018 – full notes are in Dropbox.

**4. Treasurers Report.** Gerry reported that the handover is now complete, except for the change of address which is ongoing. The balance in the account is £1160 plus £4579 community pot, with little change since the AGM. In addition to the treasurer and the chairman, it was agreed to add the vice chairman and secretary as signatories on the account. Ian C has suggested organising a fund-raising event for the DRA (eg a quiz), and it was agreed this was a good idea.

**5. Agenda items.**

5.1 Casual vacancy – David Casswell was welcomed to the core team, to fill the casual vacancy. Sam will organise Dropbox access as soon as possible. Action – Sam.

5.2 Core team roles and responsibilities. A discussion resulted in the following –

- Chairman – Ian C until he stands down in September/October.
- Treasurer – Gerry.
- Secretary – Wendy.
- Vice Chairman – Nicky.
- Community pot administration and risk assessment – Matt and Gerry.
- Meetings secretary – no volunteers currently so Wendy to continue for now.
- Webmaster – Sam, with Ian E.
- Liaison/strategic meetings with JRHT – Ian C, Nicky, Dave and David primarily but everyone is encouraged to attend if possible.
- Estate management – Ian C, Nicky and Dave.
- CAG – Sheri and David.
- MVHR/MEV – Ian C, Nicky and Ian E.

- Communications (Fibre Options) – Ian E, Matt and Sam.
- Energy (Switch 2/Veolia) – Ian E and Ian C.
- Transport – discussion about what this involves was inconclusive so delayed until DRA strategic planning meeting.
- Parking – as no further changes are expected, Sam and Gerry in the background as issues arise.
- Printing – Gerry.
- Dropbox administration – Sam and Wendy.
- ASB – Matt.
- Memorial garden – Dave.
- Newsletter – Wendy.
- DGG – Ian C, Nicky, Sheri and Ian E.
- Recycling – Wendy.
- Facebook – Matt.

It was agreed that for continuity, Nicky should continue in the role of Vice Chairman, although she does not want take over as Chairman. No-one offered to take over from Ian C, but it was agreed that a discussion on the future role of the Chairman at the DRA strategic planning meeting would be helpful in encouraging a volunteer. It was also agreed that whilst there is nothing in the constitution to prevent this, it would be impractical for Gerry or Wendy to serve as Chairman, and unwise for Sam whilst Wendy remains Secretary.

5.3 Big Picnic. Jane Gibbins' application, previously agreed by email, was ratified. This includes £27 for printing, plus in principal any (currently unknown) costs which may be charged by JRHT for opening up the SSC so that the toilet can be used. Action – Wendy/Gerry.

5.4 CAG request for cash. Previously agreed by email, this was ratified. Pat Bulhosen has already been informed, and of how it would be managed using an open voucher offset by provision of receipts. We are waiting to hear from the group whether this offer is acceptable. This is likely to be after the next CAG meeting on 15 June 2018.

5.5 Process for agreeing payments up to £50 within DRA. Gerry outlined this, and as it has previously been agreed by email, this was ratified. It was agreed that agreement for such payments should be made between Ian C, Gerry, Nicky and Wendy, whilst they serve in their current roles.

5.6 CTMs and ARMs will be organised for Wednesdays, as this is the only evening that suits everyone, and is one with the most SSC availability. Action – Wendy.

## **6. Dates of next meetings.**

- 6.1 CAG – Friday 15 June 2018, 10.00 am to 11.00 am, SSC
- 6.2 DGG – Thursday 21 June 2018 time and venue to be decided.
- 6.2 CTM – Wednesday 4 July 2018, 7.30 pm to 9.30 pm, SSC (apologies from Gerry)
- 6.3 ARM – Wednesday 18 July 2018, 7.30 pm to 9.30 pm, SSC

## **7. Any other business – round the table.**

- 7.1 The newsletter is due out in July. Items for this were discussed and include from the team
  - Memorial garden update – Dave
  - CAG – Sheri
  - Introduction including new core team – Ian C
  - Lotherington lake update – Ian E
- 7.2 Wendy suggested that the DRA approach JRHT with a view to having their own notice boards. Various ways of how this might be achieved were discussed, particularly in view of new signage planned by JRHT for the four entrances. It was agreed to investigate. Action – Wendy