

## **Minutes for Woodhall Farm Community Association Committee Meeting 11 May 2005 7.30pm**

**Present:** Arno Steen Andreasen, Tony Bolt, Marcela Sheward Cortez, Ruth Clinch, Hamid Taheri, Geraldine Lander, Audrey Evans, Manish Chhatralia, Steve Holmes, Colette Wyatt-Lowe, Carol Garrett, Harvey Fryer, Margaret Coxage

**Apologies:** Lillian Andreasen.

### **1. Signing of minutes from last meeting.**

The minutes from the last meeting were approved.

### **2. Report from Pre-school (attached)**

Audrey started with thanking Geraldine and other Koinonia staff for their help in getting back some of their toys that had been stolen.

#### **Discussion of fees**

Audrey is considering whether to raise pre-school fees to cover all the expenses. Decided to check with other pre-schools to see what they charge. A decision will be made at the next meeting.

Salaries were discussed as they need to be raised to be in line with the new minimum wage.

Sally would like to check accounts every month.

### **3. Report from the office**

- Electrical work needs to be done at the centre. Hamid offered his help.
- New licensing act: Steve Boreland to be asked to be our licensee for the centre. Steve Holmes said we should check with DBC to find out whether we need a sign giving the name of our licensee..
- First Aid and Manual Handling courses: Colette will check with DBC if we can be a part of their course.
- Extra staff needed for the summer: Carol offered to help.
- Insurance: Regular users need to have their own insurance to cover possible accidents.

### **4. Financial items (Report attached)**

Proposed expenditure for next financial year

- Fencing around Pleydell garden. DBC responsible?
- Storage room
- CCTV camera for outside
- Preschool are applying to DBC for the use of an extra bit of "rough" play area.
- Entrance – if not using the new one at the rear, how to improve the one that is used and make more welcoming?
- Community activities
- New computer for the office.
- Dining area – We discussed Internet access, coffee machine.

### **Advertising the centre**

- Tell the press how the centre has been turned around.
- Invite Mayor Jayne Heat. Colette will contact.
- Dixon's could have money for community things.
- Have a leaflet available to publicise weddings
- See if Information Centre has shelf space.

### **5. Information items**

New Horizons Christian Fellowship is arranging their annual Football Tournament Sunday the 15 May

**6. There was no other business. DONM 15<sup>th</sup> June 7.30-9pm at the Centre.**