

(the meeting followed a combined meeting of the Executive Committee and the Bradwell Development Committee for which there are separate minutes)

Present:

Members: Steve James (chair), Jonney Aldridge, Sue Fairweather, Barbara Maskens, Sheila Maxey (link trustee), Paul Seckleman, Rosie Sinden –Evans, - and Martin Riemer listened in via the phone line.

Ex-officio: David Williams (Centre Manager) – voting member, Roo Bull (Development Manager)

Apologies: Jerry Macklow, Julian Clover

1. The minutes of 5 November were adopted as a true record of the meeting.
2. **The playground fund.** Sue updated the meeting on Jerry's behalf. Helen had worked with Suzanne and Jerry on the spending of the remaining money on playground equipment for the Centre. A total of £2,427 had been spent, £1,947 in the first place, and £480 more recently. It was agreed that David and Trevor and/or Jonney would decide on the siting for the equipment before 16 February and that its purchase would be reported at the AGM. **Action Trevor and/or Jonney with David**
Sue reported that the small group had sadly not been able to take up the offer of swings from the caravan site because of the cost of installation.

It was also reported that the sand pit cover needed to be replaced and that more sand was needed. Jonney suggested covering the pit with a tarpaulin which was already on site. It was apparently a possibility that someone would donate the cost of new sand. **Action David and Jonney**

3. **Volunteers**

Sue, Jonney and David had not yet met to produce a volunteers policy (see minute 5 of the combined meeting on 5 November). They agreed to meet within the next few weeks. They would also discuss how to make the present list of volunteers into an active database accessible and available to staff at the centre as well as to Sue. **Action Sue, David and Jonney**

4. **Training weekends**

Jonney lamented that there were, in fact, only two training weekends in the 2007 programme. Given that fact, it was agreed that the Friday 9 – Sunday 11 February one should be devoted to in-house training for the helpers' teams. After much discussion about costs, David suggested that those who are helpers for entire weeks in the summer programme should have £1 taken off their daily stay cost. It was hoped that this would encourage our precious volunteers. This was welcomed – but Roo calculated that such a decision would probably cost the budget which is already well in deficit about £300. It was then agreed that the February training weekend costs would be the same as at working weekends – for those who are giving or undertaking training.

Jonney reported that he had written a paper on the training being done at Bradwell, including a questionnaire to test whether those participating felt they were getting the right training.

Jonney and Sue took responsibility for the planning of the forthcoming training weekend. **Action Jonney and Sue**

5. Any other business

Rosie asked that, at the next Executive Committee meeting, time would be given to revisiting the membership of the helpers team and the bursaries policy. **Action Steve**

Sue reminded the meeting of a previous agreement that as many reports to the executive as possible should be circulated in writing before the meeting.

Steve and Sheila urged members to send in proposed items for the agenda more than a week before rather than bring them up after he had circulated an agenda. **Action all members**

6. Date of next meeting: Sunday 11 March, 2 – 5pm, at 48 St Thomas Road, Brentwood.