

Bradwell executive Committee Minutes for the meeting held on Tuesday 15 May 2007 at 48 St Thomas Road, Brentwood at 6.30pm.

Present:

Members: Steve James (chair): Jonney Aldridge, Sue Fairweather, Barbara Maskens, Sheila Maxey (link trustee), Paul Seckleman, Rosie Sinden-Evans.

Ex-officio: David Williams (Centre Manager) – voting member

In attendance: Margaret James

Apologies for absence: Jerry Macklow, Roo Bull (Development Manager)

1. **Opening prayer** was led by Paul Seckleman
2. **Membership of the committee:** Steve reported that Julian Clover had tendered his resignation as a co-opted member of the committee. Steve had invited Livvy Hodgson-Brown to take his place, as a youth representative. She was unable to attend this meeting. The committee, with regret, accepted Julian's resignation and welcomed the invitation to Livvy.
3. **The Minutes** of the previous meeting were agreed and signed.
4. **Matters arising:**
 - a. Minute 4: the accumulated interest on the Geoffrey de Pury and Magnificat Fund, and not the capital, was being used for in-service training for the Warden and the Centre Manager.
 - b. Minute 4. Helen's name was Wickes, not Hardy and Sue, not Helen, had sorted out the question of the mats for the play equipment.
 - c. Minute 7. Sue had not yet made contact with the voluntary sector training organisation.
 - d. Minute 10. Jonney had prepared the fire alarm notices but not yet put them up. **Action - Jonney**
5. **Report from trustees:** Sheila's report had been circulated beforehand. She explained the nature of the 3 planning applications which had been put into Maldon Council and Jonney pointed out that the full details were on the Council web-site. If the trustees decide to sell any of the sites, Jonney suggested that a consortium approach might be considered. As his brother was involved in this kind of work he would put him in touch. **Action - Jonney**
6. **Fundraising committee report:** as David had not yet arrived, Rosie reported on the recent meeting. With Roo's contract ending on 30 June and David, with trustee support, wishing to resign as chair, the committee would be reduced to Rosie, Ann and Steve, with Kees holding the fort for any replies from outside bodies. Sue said she was happy to fund-raise from non-members and it was mentioned that Naomi Preston had an interest in fund-raising. Meanwhile the cascade was in full-swing with members enjoying being contacted even if a great deal of money had not yet been raised.
7. **Manager's report:** David's report had been circulated beforehand. His main concern was the lack of numbers for the half-term "Holy Fools", and especially the loss of the leader who was to have worked with children during the week. A new family with 4 children, sponsored by a charitable body, were the only bookings apart from Rae and Martin.

Action to find a youth leader and more participants – everyone.

Whether or not to ban the use of personal computers at Bradwell , apart from community communication through MSN, was discussed at length. It was agreed that Steve and David would agree a form of words which would be circulated and modified through email communication. A decision would be taken at the next meeting. **Action – Steve and David**

David reported that a regular school booking had asked for more days in early September and so they would be sharing the centre during part of the final summer programme week. They would use the Bank only. David was asked to tell Steve Barnes, the leader of the week, well beforehand that this would be happening. **Action – David**

8. Volunteers/Helpers/Database Sue and David updated the committee on the volunteers database. Over 30 forms had been returned so far. Sue had phoned all on her list, 22 of which agreed to continue and 12 decided not to do so. David had a list of 12 volunteers for work with the schools groups.

Sue made it clear that she wanted to hand over the work of finding and co-ordinating the volunteers for community weeks and would be happy to find someone to train up. Steve said he would try to find someone who would begin to do the phoning round. It was also agreed to use the ezine more for recruiting.

Action Steve (and everyone)

The committee asked Sue to ask Pete Fairweather-Rule to produce a chart of the community weeks so that the various volunteers' names could be filled in under the particular roles. Pete was also thanked for his willingness to do this piece of work. **Action - Sue**

9.Chapel Collections: it was agreed to continue for another year with the two agreed last year – the local branch of the Motor Neuron Disease Society and the Myana Charity in Africa.

10.Andrew Hardy Fund: Sylvia Hardy had agreed that the remaining £500 should be used to pay for a few needy Polish families from East London to spend a summer week at Bradwell. Sheila and David would consult with the RC Bishop of Brentwood on how such families could be identified. **Action – Sheila/David**

11. Programme: Othona Stock: this will go ahead, if not as a big event , then as a gig and master class. **Action Paul and David**

Summer 07 – Paul agreed to keep chasing the speakers for their booking forms. **Action - Paul**

2008 - Paul will arrange a brainstorming meeting for interested people in mid-July, so that well-known speakers can be booked well in advance. However, Paul also felt that the success of particular weeks would not be known until after the summer season. There was no clear agreement as to whether it would be better to try (apart from the summer season) to have full weekends rather than half-empty weeks. David needs the 2008 community dates asap so he can try to fill the rest. Paul also asked for someone to work with him in making out the 2008 programme. He does not intend to stand for election in Feb.08.

Action - Paul

Jonney suggested that we explore putting the programme on to the Google calendar.

David proposed to continue to have a discussion time on Wednesday mornings during the summer season and he proposed ‘community – what is it and where do I experience it?’ as the theme. This was generally welcomed. **Action – David**

12. New smoking regulations: Steve asked if the Centre was prepared and David assured him that it was. The interpretation of the new rules seemed to vary from person to person.

13. AOB: As Jonney and Sue had not brought plans for the training weekend to this meeting it was agreed that they would bring them to the July meeting.

Action – Jonney and Sue

The meeting closed at 9.05pm with Steve thanking everyone for their contribution to the meeting.

Date of next meeting:

Tuesday 10 July at 48 St Thomas Road – soup at 6pm, start of meeting at 6.30pm.