



## JAYWICK SANDS REVIVAL CIC

(Company number: 11328700)

### DIRECTORS MEETING

Held at Inclusion Ventures on  
19 November 2018 at 11 am

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### MINUTES

**Apologies:** Roy Raby  
Sharon Tyler (unwell)

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<u>Agenda item number</u>		<u>Action</u>
1	<b><u>Welcome and Apologies</u></b>	
2	<b><u>Minutes of previous meeting</u></b>  AGM Minutes provided but not copy of previous meeting. Approval of minutes will wait until next meeting.	c/f to Jan 2019
3	<b><u>Matters Arising</u></b>	
3.1	<b><u>Meeting and Event dates for 2019</u></b> (15 October 2019 for the AGM already agreed)  Agreed not to have standard meeting in December. First meeting will be Monday 14 January 2019 at the Never Say Die PH Function Room at 11am, then the second Monday of each month after that (Never Say Die at 11 am).	All
3.2	<b><u>Allocations of Roles and Tasks</u></b> <ul style="list-style-type: none"><li>SH to assist with fundraising via Bid writing</li><li>Action for ST to contact the National Council of Voluntary Organisations to obtain copies of their standard policies for consideration by the Board eg Data</li></ul>	ST



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	Protection etc.
	RB suggested that a sub-committee be formed to review the policies so that it is not necessary to discuss them in detail at the Board Meetings. It is acceptable for the review and agreement of adopted policies to take 2 to 3 months to be completed.
	Sub Committee agreed as RB, DB (Chair), JM and ST.
	<ul style="list-style-type: none"><li>• JN, SH, JM ST will take on fundraising work stream, including the Festival.</li><li>• Governance – RB and DB (Chair)</li><li>• Public Relations – DB and DB (Chair), JN.</li><li>• Premises – DB and DB (Chair) and BC</li><li>• Communication - DB</li><li>• JN confirmed that she would still be happy to provide advice on Housing Benefit and Income Support.</li></ul>
	Action JN to contact local offices to determine if there is any training available regarding Universal Credit.
	<ul style="list-style-type: none"><li>• CC, JN and RH will work together to notify agencies of issues with pot holes, pavements, lighting, fly-tipping and vacant properties.</li><li>• BC will represent the CIC at the Jaywick Sands Coastal Community Team.</li><li>• KW will continue to look at options for public lavatories.</li><li>• SH will consider activities and events for young people</li></ul>



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in the New Year.

JN agreed to consider possibilities for a pop-up food bank. This pop-up service could incorporate clothing, the necessities needed for babies and young children, sanitary and contraceptive items. JN confirmed that she is happy to store items in her garage.

Action JN to contact Frobisher School regarding their mention of a container previously. JN

3.3 Business cards

Action ST to look at options on Vista Print etc. Each Director to have business cards. Only Chair's card will be different. Sharon to advise of costs – generally 20 cost the same as 150 or similar so let's see the maximum for a set price. The cards will have the Director's name, email and phone number. ST

Action ST to provide a pro-forma for these cards at next meeting. ST

ST to obtain an ID card for herself. There is no need for Directors to have these. ST

3.5 Christmas Grotto

JN and CC are holding a Christmas Grotto Event at the Never Say Die. This is no longer associated with the JSR CIC due to a disagreement previously. Going forward events such as this will come under the JSR banner.



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	To prevent future confusion over the adoption of events or confusion of the process for agreement, all suggestions for events, activities etc must be put to the Board via ST.	
3.6	<u>Equipment for Sharon and Job Title</u>  Job Title agreed as <b>Project Administrator</b>	ST
	ST will have an agreed budget of £500 to source the following- NB recognising that the full £500 should not be needed. <ul style="list-style-type: none"><li>• A "pay as you go" mobile.</li><li>• 2 large capacity USB sticks</li><li>• Either a laptop or tablet</li><li>• A printer – HP5000 series recommended.</li><li>• A small lockable filing cabinet – 2 drawer?</li><li>• Stationery items.</li></ul>	
3.7	<u>Insurance</u>  ST has provided details of a Public liability insurance policy for review. An annual cost of £147.28 for £2m and allows for unlimited events. There are exclusions, but these appear to be for extreme sports and activities such as fire walking. If holding an event such as the Summer Fair, stall holders etc need to have their own liability insurance.	



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3.8	<u>Social Media</u>  The negative posts on Facebook should be ignored - it would be best practice not to interact with those posting these comments on line.  The JSR web page is going very well however and is now starting to work as a Community Notice Board. We should ensure that all good news stories should be on this site – they do not need to be JSR specific. Everyone must avoid negative postings but if it's positive let's put it out there! DB (Chair) suggested that the Directors set up a group "on messenger". After some debate this was agreed. DB (Chair) will set this up today.	DB (Chair)
3.9	<u>APO1</u>  ST has provided a copy of the APO1 form which must be completed by all Directors. RB confirmed that there is no need to over complicate the form. If you don't know the answer, there is no need to complete the question. Basic information is all that's needed.	Directors
4	<b><u>Chairman's Report</u></b>  DB confirmed that there is nothing to add to the discussions already had.  However, following some negative discussion at the last meeting which was raised again today all agreed to start afresh. The air has been cleared. Let's move on as a positive group. All agreed.	



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5	<b><u>Treasurer's Report</u></b>  The £10k grant was deposited in the account on the 9th November. ST has the books. ST has produced a very detailed invoice for the hours she has worked.  DB asked for it to be minuted that we all wished her well and all agreed that ST is doing a sterling job!	
7	<b><u>Any Other Business</u></b>  Are we still intending to do a "big cheque" publicity event? RB agreed that this should be done. It was suggested that perhaps it could be as simple as a tea and coffee event, maybe promoting the idea of the Food Bank. This will be given more thought.  The Easyfundraising has been set up. Again thanks to ST for this. All were asked to share the links with friends and family as well as actioning ourselves.  Action JM agreed to contact Tim Clark at TDC with regards to the CLT fund.  RB suggested that the Board reviews the Business Plan created this year when it meets again in January. CC asked if it was acceptable to have an odd number of Directors. RB confirmed that it was as the Chair would have the casting vote if necessary. If somebody expresses an interest to becoming a Director, they could be co-opted on.  Meeting closed.	All  All  JM  All (Jan 2019 mtg)