

Friends of Hadlow Road Station - AGM
Friday 28th April 2017 at 7.30pm in the Memorial Hall
Draft minutes

1. Members in Attendance
Chris Hampshire, Sue Powell, Jon Penn, Lyn Jackson-Eves, Paul Janvier, Gill Knock, John Morgan, Peter Henry, Myles Hogg, Ben Jackson, Jenny Jackson, Pat Jones, Ceri Jones and Hilary Booth.
2. Apologies
John Fisher, Colin Jerrett, Derek and Christine Nicholls, Dorothy Kirk, Sue Unsworth, Carole Collins, Barry Vowles and Martin Eves.
3. Minutes of Last AGM on 29th April 2016 **Action**
Minutes read and agreed as a true record. Proposed by JP and seconded by HB and present were in agreement.
4. Proposal to adopt the Revised Constitution
(The document had been circulated electronically prior to the meeting).
Proposed by MH, seconded by JP and all present were in agreement.
5. Election of Officers
 - a) vice chair - Barry Vowles, currently vice chair, has agreed to stand again for the position. Proposed by JP, seconded by LJ-E and all present were in agreement.
 - b) catering officers - Lyn Jackson-Eves, Jenny Jackson and Carole Collins are proposing to share the duties of this role. Proposed by HB, seconded by BJ and all present were in agreement.
 - c) Greenspace officer - Gill Knock has agreed to stand again for this position. Proposed by JP, seconded by PJ and all present were in agreement.
 - d) social networks - Ceri Jones is standing for this position. Proposed by JP, seconded by HB and all present were in agreement.
6. Policy Adoption
(All documents had been circulated electronically prior to the meeting).
 - a) Cafe Health & Safety Policy. The chair expressed thanks to Debbie Weeden for her work in drafting the original policy. Adoption proposed by JP, seconded by BJ and all present were in agreement.
 - b) Fire Risk Assessment. Again thanks were expressed to Debbie Weeden for drafting the original policy. Adoption proposed by MH, seconded by LJ-E and all present were in agreement.
 - c) Vulnerable Adults Policy. Adoption proposed by LJ-E, seconded by JP and all present were in agreement.

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- d) Child Protection Policy. Adoption proposed by JJ, seconded by MH and all present were in agreement.
- e) Equality and Diversity Policy. Adoption proposed by HB, seconded by LJ-E and all present were in agreement.
7. To Receive and Approve the Financial Report and Accounts
The latest financial report was handed out to those present. HB reported that each 'Breakfast Brunch' at the cafe is making around £100 profit.
The Fun Run made a loss.
Catering made a loss on the children's tickets/refreshments at the Santa Event (2016) but this was agreed in advance as a community gesture in recognition of the grant received from MH.
Catering for the 150th Anniversary Event also ran at a loss due to the amount of free refreshments given to performers.
HB pointed out that although there is £7,556.08 in cash at the bank, a lot of this is ring fenced for telephone kiosk refurbishment & other projects. Joan Butcher was very successful in obtaining grant monies and CH has continued this trend by securing even more grant monies. FHRS has secured a Tesco grant of £1,000 minimum, and possibly more depending on the number of votes received by shoppers at local stores. The result of this grant award is expected in July.
CH has also submitted another application for a grant of £2,000. JP proposed acceptance of the report and accounts, this was seconded by PJ and all present were in agreement.
CH expressed thanks to HB for all her work with the accounts.
8. To appoint Nigel Pratten as auditor for 2017/18
JP proposed the appointment, MH seconded and all present were in agreement.
9. Chairman's Annual Review for 2016/17
CH expressed a formal welcome to the new committee members. Two very successful events were held; the 150th Anniversary of the Opening of the Station and Santa's Grotto. FHRS is building on the lessons learned from running the events. The kitchen license with CWAC was signed in a personal capacity by CH and BV as CWAC do not recognise FHRS as an 'entity'. Initially the license is for 12 months as FHRS do not have a track record. As one has now been established, the renewed licence should be for a longer period. FHRS does not yet have an actual copy of this document which is with CWaC Legal.
The catering service has a 5* standard hygiene rating and thanks go to Debbie Weeden for achieving this. All of the catering services have been very successful. Installation of a commercial dishwasher has been

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very beneficial.

FHRS has been successful with a number of successful grant applications and others grant applications are pending.

A contract has been signed for the telephone kiosk refurbishment, the deposit has been paid and it will be away for around 2 months being re-installed on the platform August/September.

Thanks were expressed to local residents, businesses and anonymous donors, and those who have provided raffle prizes and to our volunteers. There are some larger projects in the pipeline such as sleeper replacement.

Thanks were also expressed to committee members, including those who have stepped down during the past year, and to the Community Payback Team for actively supporting our events and projects.

The next 12 months should see refurbishment of various items including the telephone kiosk, handcarts and luggage trolleys, partial sleeper renewal, painting and possibly extension of the platform on the side with the brick shelter.

The cafe openings are being increased to 2 per month from May. The Santa's Grotto event will take place on Sunday 10th December with performances by Simon Le Barber and Hadlow Green Singers. The face painter has been booked and the little train for children will also be booked.

HB

Tickets for Santa will be sold with a specific time slot.

There is still a lot to do and we need to be hopeful that the latest grant applications are successful.

10. Any other business

CWAC is to receive tenders for the lease of the Station Master's House on 2nd May with the successful applicant decided within a couple of days. FHRS has met with a couple who are submitting a bid to run a cafe 7 days a week. They also proposed renting out the upstairs rooms for meetings. MH explained that while this is a commercial transaction, it also has to fit within CWAC's ethos. It is believed there are 3 bidders.

Paul Taylor the HRS Ranger has moved on to another position. CH is trying to make contact with the new ranger. FHRS need a key to the waiting **CH** room and signal box. CH to forward emails to MH who will chase this. **MH**

LJ-E noted that the garage is parking cars on both sides of the road leading to Hadlow Road station car park making access difficult. They are also parking on the pavement. PJ to try and take photos of the cars and send to MH who offered to chase this issue. **MH**

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PJ asked if FHRS could become a registered charity. This would protect CH and BV from any personal liability when signing legal documents with CWAC for example. This could also improve eligibility for further grants. PJ advised that it was not too complicated or expensive when he did this for the scouts. CH advised that he and BV had signed the licence 'on behalf of FHRS' which does carry liability insurance.

PJ enquired what electrical sub-metering is being set up for the new tenants of the Station Master's House. CH advised that CWaC have this in hand and are also considering sub-meter for FHRS kitchen.