

**Friends of Hadlow Road Station – Officers Only Meeting**

**Monday 27<sup>th</sup> June 2016 at 7.30pm in the Memorial Hall**

**Draft minutes**

**Action**

1. Barry Vowles (BV) welcomed Gill Knock (GK), Hilary Booth (HB), Joan Butcher (JB), Ged Weedon (GW), Sue Unsworth (SU) and Sue Powell (SP).

2. Apologies

Chris Hampshire (CH)

3. Minutes of last officer only meeting

Minutes of meeting 18<sup>th</sup> May 2016, were read and agreed.

The outstanding actions are: JB still needs to receive a list of those guests to be allocated complimentary tickets to the 150<sup>th</sup> Anniversary Event.

**all**

CH and GK met with the landscape architect who has provided a schedule of fees which total £1,000.00. Further meeting to be held.

**CH&GK**

John Fisher has confirmed that painting will be carried out by his Liverpool based contact (Pinehurst) who is looking for painting projects for training purposes.

At present CW&C are got granting FHRS access to the garage.

4. Formal communication with CW&C

Officers should be mindful that any written communication with CW&C that is shown as from FHRS must result from a collective decision to do so.

We need to avoid confusion and any negative reaction.

**ALL**

5. Kitchen conversion update

Keys to the new kitchen were handed to Paul last Friday with a view to allowing access this weekend. JB is trying to establish if access can be gained in time to clean the kitchen for its use at the Colour Run event on 3<sup>rd</sup> July. Otherwise the existing kitchen will need to be used.

**JB**

BV advised that FHRS has received a draft agreement, some clauses of which need to be modified or further discussed. BV read through points covering terms, restrictions, notice period and contributions to utility bills. The colour coded plan referred to has not been received. It is hoped that CW&C will issue a letter to cover use for the Colour Run while negotiations are taking place.

**CH BV**

The café is still limited to 12 openings per year.

The toilet works carried out by CW&C were discussed as the works appear to merely comprise a change of sign on the door. The 2 cubicles within the toilet area are now 'Unisex'.

BV is meeting with the Conservation Officer on 8<sup>th</sup> July to discuss the window/ventilation issue and commemorative plaque.

**BV**

6. Sunday 3<sup>rd</sup> July Colour Run

500 runners will register from 10am and set off at midday. FHRS are providing light refreshments for runners and supporters – biscuits, cake, coffee, tea and soft drinks served on disposable plates and cups.

JB has sent out 158 letters asking for assistance and now has 17 volunteers and 10 cakes promised.

Paul may not be able to open the kitchen until 10am due to a prior commitment, so urns can be started off in the waiting room.

The kitchen committee is meeting 29<sup>th</sup> June to delegate roles.

Fridge and freezer delivery was discussed but not concluded due to the uncertainty of kitchen access.

It was agreed that some Hadlow Road Station souvenirs would be sold.

'Willaston Open Gardens' has asked if any left over cake could be donated to their event the same afternoon.

The donation to the Hospice would be agreed once the profit has been ascertained.

7. 150<sup>th</sup> Anniversary on 1<sup>st</sup> October

A meeting has been held to discuss ideas.

The proposed date and times needs to be agree with Paul.

**JB**

GK advised that Chris Wilcox – 'The Harmonies' are available at a charge of either £50 or £100 depending on the required number of performers. GW has confirmed that The Hadlow Green Singers are available and HB advised that the Mersey Morris Men are also available at £80. JB is looking into the possibility of actors in period

costume. Gill and John will dress the station and Gill is preparing a quiz for children to complete before the event.

When expenses have been compiled, the ticket price will be agreed.

8 Santa's Grotto 11<sup>th</sup> December 2016

JB advised that a meeting has been held where an earlier start and limitation on tickets sold to see Santa were agreed. Hilary is wrapping the colour coded presents and Santa has been booked. GW advised that 'The Scratch Band' is available at £300. GK advised that 'The Breakaway Choir' will perform for free.

9. Approval of expenditure

(i) A2 sized framed stand alone notice board - £36.49 inc delivery. BV tabled a image of the board and it was agreed that CH could order one.

(ii) BV is carrying out repairs to the legs to the 'Hadlow Road Station' sign, with hardener and cement filler, he then proposes to encase the repairs in external grade plywood and paint. Approval to £30 for the plywood was agreed.

(iii) BV confirmed that the kitchen committee can purchase items within their designated funding.

10. 150th Plaque Wording

BV tabled a more succinct version of the wording which was generally agreed except for some debate about how 'community' and 'FHRS' wording could be included. It was agreed that GK could use the tabled version to obtain estimates. BV will present it to the Conservation Officer for initial comment.

Applying and receiving Listed Building Consent for the plaque is likely to take some time, the plaque could be on display at the 150th Anniversary Event even if consent had not yet been granted.

**GK**

11. Ged's one page summary of the history of HRS

The wording, previously circulated, was approved and GW can now produce a display version for the waiting room.

**GW**

12. Fire Risk Assessment

JB read through the main points and tabled diagrams. The document has been produced in consultation with Paul and the Fire Prevention Officer.

BV handed a marked up copy to JB. The assessment will be a 'live' document while details are ironed out

13. Food Safety Management Policy

JB read through the main points covered in the policy. BV expressed thanks to JB on behalf of the committee for all of the work and time put into compiling the kitchen documents. BV needs to sign the policy.

The procedure for recording allergens in food products was discussed.

**BV**

**Action**

14. Policies for use of tips, foods on their sell by date and staff food and drink

It was agreed that any tips could be put into a donation pot.

Food dates are covered in the Food Safety Management Policy, it was agreed that any food on its sell by date could be taken home by staff for no charge. It was agreed that staff should be allowed a free drink.

A cash float will be required and no money should ever be left on the premises.

All cash, including the float, should be returned to HB.

JB to advise HB of likely coinage required for the float.

**JB**

15. Any other business

JB advised that a Food Hygiene Course level 2 is being run specifically for us on 14th July at Gladstone Village Hall in Burton. However, Ellesmere Port & Neston are now offering a free course. JB to investigate if it is possible to reserve places on the free course rather than incurring costs to run the one in Burton.

**JB**

JB has been asked if there is a donation page on our website - it was agreed this would be a good idea.

Paul the ranger is to be included on the distribution of the minutes.

**SP**

16. Date of next meetings

Date of next officers only meeting TBA.

Date of next events committee - 10am on 6th July at HRS to meet with Paul.