

Minutes for meeting held on January 22nd 2015

Present: Catherine Hesmer, Emma Beardshaw, Paula Chapman, Lisa Chave, Susi Sharland, Grace Horn and Sharon Minter

Apologies: Diane Dean, Joan Hesmer, Vicky Hotton

1. Charity application – submitted 21/1/15 could take up to 30 working days; updates will be given as soon as we hear anything. Charity number will be added to all documents/website/Facebook etc
2. Several amendments were made to the mission statement, code of conduct and safeguarding policy which will be sent out once acted upon, and posted on the website and on the Facebook page as an attachment.
Flowcharts will be drawn up (by Catherine) to provide guidelines and procedures for 3 scenarios, 2 for safeguarding and 1 for non-safeguarding.
3. “by your continued membership you are agreeing to abide by the SKB code of conduct.”
“Please hold off on sending back any more membership forms until changes have been made to it.
“I agree to abide by the code of conduct” will be added to the new membership forms for those members who have not signed a membership form in 2015. For those members who have completed a form in 2015 a code of conduct will be signed by the member electronically.
4. Amend Facebook etc wording to “special needs child, siblings and their family
5. We need to tell insurance that we are now a registered charity (once we are), Lisa to action.
6. Waitrose in Hailsham green token scheme will support our group during feb 2015
7. Agreed a rough plan for 2015. Zoo was suggested as an additional activity.
8. Fund raising activities should be raising money from the public, rather than from members. Various grants and companies etc *provide funds, Sharon deals with this. Susi agreed to do online auctions to raise funds for the group. *(Lions club, rotary club etc)
9. Paula will be added as an additional signatory, and Catherine will be added at a later date.
10. Minutes for all committee meeting will be added to the website along with all other documents
11. DBS checks to be reviewed annually, at the AGM, and renewed every 3 years.
12. AGM to be held on 19th March 2015 at Grace’s house 4 Camberley court, Rotherfield Avenue, Bexhill TN40 1SZ
13. Meeting ended.