



Minutes of NCA Committee Meeting 5th September 2024

Gaye's House - 7.00 pm

Present : Gaye, William, Theresa, Paula

MA from last meeting:

- All minutes now sorted by TF
- **Action** Plaques to say "NCA benches sponsored by Boardmasters Foundation" TF to research cost and organise getting them put in place. **TF**

Committee Updates:

Chair:

- Open Day Plans:-
Send out Duchy Poster
Set up our gazebo outside new "Nansledan Community Centre"
WB/TF
Have table with display inside - escort people inside
Theme of "Your Community Needs You"
Alyce to produce poster
Paula to produce recruitment materials including Job Spec's
Chair, Secretary, Treasurer etc
Suggestion Box with sheets to complete
"Join the team box" for interested people's contact details **PP**
- AGM Plans :-
Check at Duchy Meeting about using new Centre
Date - 17th October - 6.30 for 7.00 start
Check use of projector on wall/screen **TF**
Sort out online access to meeting
Usual programme:
Chair to welcome
Treasurer report

Events review

Moving Forward - CIC, introduce directors

Look at Visual presentation format with Alyce

TF/PP

- NCA Gazebos:-

Basic rental charge to be £25 per 3x3 gazebo

£35 for 4x3 gazebo

Plus £50 refundable deposit

* Need to produce a T&C rental document for future use.

Gaye to contact Art's group requesting that groups wanting to hire gazebos contact NCA direct so that we can deal with their needs.

GS

- Gaye to request that Paula attend Duchy Meeting on 12th to present our Xmas event ideas

Treasurer:-

- Monthly report received and agreed
 - D&L accounts have agreed to audit this year's accounts and are interested in doing this in future
 - Roy has agreed to become a bank signatory - T to deal with this.
- TF
- It was agreed that we should ring fence £1200 in the account for use to cover running costs of the Community Centre.

Secretary:-

1. Restructuring of NCA as we move over to CIC status.
Following discussion we finally agreed on the following

CIC Directors

Doers/events team ----- NCA Committee ----- Community Centre

PP to head this

TF to head this

Events:-

- MA from Summer Event wash up meeting
Produce invoice for vet now that he has info
Produce email response for bookings

WB

PP/GS

Alyce is happy to carry on with social media

- Draft Plans for Xmas event:-

Date to be 30th November

Santa to switch lights on in park then go to market area via back road

Possibly ask Nansledan stores to sort out some entertainment in park - eg carol singing/ christmas songs

Road from the park to the market area closed for the crowd to move safely .

Possibly ask Arts group to run a lantern making workshop to create lantern parade

Food vans set up along road below Kew An Lergh

(try to find chestnut man /spud man as well as usual)

Gazebos / Community Centre available for people selling xmas decorations/ gifts etc plus NCA raffle/tombola

Santa to do count down for tree lighting then live music

Produce plan of proposals to take to Duchy Meeting on 12th **PP**

Xmas planning dates

12th September - Duchy Meeting 4.00 pm

Week beginning 23rd September **PP/TF TBA**

7th November **PP/TF**

AGM planning:- 10th October - 7pm - Gaye's House

- Halloween -

PP has already started on this

Plan a Trail similar to easter one to run over the week leading to 31st (it is half term)

Using either the new Centre or Hub create a walk through haunted house where there will be trick or treat things to try and a spider to make.

Plan to charge £1 per child to cover costs of activities.

Budget last year was approx £90 so will use this as a guide **PP**

AOB:-

CIC update -

- The revised application has now been prepared and approved by everyone.
- Directors to meet and sign the documents and submit asap **TF**
- GS and PP have met with Alyce at the Hub and gained a lot of helpful information. They have produced a potential timetable for use of the Community Centre which Gaye will take to Duchy meeting on 12th **GS**

Meeting ended 10.00 pm