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A MEETING OF FAIRLIGHT PAVILION
WILL BE HELD ON THURSDAY 7TH DECEMBER 2023 AT 7.00 PM THE ACTIVATE
YOUTH HUT WOODFIELD

You are summoned to attend the above Committee meeting where the following business will be considered.

Date: 30th October 2023

Minutes for Fairlight Pavilion 7th December 2023

- 1. Apologies for absence Steven Stewart**
Attended Geoffrey Smith, Martin Usher, Wendy Hatch, Ken Hatch, Tracy Welch, Tim Grohne, Lyne Cooke. Co-opted members Paul and Anna Patterson- Wilson
- 2. Code of Conduct and Disclosure of Interests**
 - (a) To receive any disclosures by members, of personal or prejudicial interest in matters on the agenda
NIL
- 3. An update since last meeting**
GS gave an update. Charity bank accounts unable to be opened prior to Charity full status. Constitution and Charity Commission applications to be agreed and then application will be made ASAP. Have requested a CAD file sent from Waller Gray to be resent in different format. MS pointed out that any prospective developer would have the software to read this type of file.
- 4. To agree wording and any appendices to the proposed constitution wording.**
Agreed to delete clause 12 sub clause 3 to avoid trustees having to retire at same time and clause 10 to have option 1 only and no ex-aficionado trustees.
A P-W agreed to get RVA to look over constitution prior to application.
GS explained it was the Charity Commission's template used and took reference from other similar charities.
- 5. To discuss and agree answers and wordings on the charity application.**
Small tweaking to some wording and the amendment as per constitution. GS to go through to make sure all is correct before submission.
- 6. To discuss and agree basic promotional needs ie web page, email domain name.**

Websites discussed were REG123, Go Daddy and Ionos the preferred domain address of **thefp.org.uk** was chosen through REG123 as they offered the cheapest deal. Deal to be taken for one year. Website will be built by SS aided by MU with input and material from Paul Patterson-Wilson

7. To discuss and agree promotional material style and contents.

Anna presented a vision that we need to promote the project concentrating on themes along the lines of healthy living, youth, sport and diversity, referencing the stories to date with pictures.

8. To brainstorm provisional business plan needs.

After a short discussion it was suggested and agreed that we will adopt a basic business plan from similar projects adapted to our needs. Some community feed back can be provided from the recent survey and previous displays. GS to look into a provisional plan.

A.O.B

Anna informed the committee that there are to be four new appointed people at RVA and will find out if one can be available to assist our project.

The charity commission declaration form to be signed was printed with name faults a new one will be circulated.

GS will finalise applications ASAP and try applying for bank accounts once we have a Charity Commission number and acceptance letter.

9. Close the meeting.

8.30 pm

Date of next meeting

Thursday 1st February 2024

Signed as correct..... *Name*.....

Date.....