

Friends of Hadlow Road Station Meeting

**Minutes of Open Meeting
Monday 2nd November 2015**

7.30pm in Willaston Memorial Hall Committee Room

1. Apologies

Gill and Martin Collins, Barbara Ingrams

2. Minutes of last meeting (7th Sept)

Minutes agreed. Proposed Colin Jerrett Seconded Hilary Booth

3. Matters arising

Patron of FHRS – CH had only received 1 suggestion and it was agreed that JB will informally contact Michael Portillo.

4. Update on Progress

a. Planting/tidy up (GK).

GK reported that tidy up days had continued and will continue on a 3 to 4 weekly basis throughout the winter weather permitting. CWaC are responsible for spraying weeds. A discussion about whether to cut down trees concluded that the Ranger had to agree before any trees were removed.

Ness gardens had responded saying they were willing to help in advising on how to develop an easy to maintain area for the 2016 centennial display.

b. Legal/Memorandum Of Understanding with CWaC (BV).

CH reported that no conclusion had been reached as personnel/ departments were changing/being reviewed and that this will have an effect on whether HRS is maintained as a CWaC office. Until this is resolved then no progress will be made on the MOU.

5. Financial Update (HB)

HB presented her financial update (copy attached). The signal box opening event had been a success financially.

6. Financial procedures (CH)

For any event/purchase there will be a budget allocated to the team leader who will have the responsibility for managing the finances including invoices, receipts etc. It was acknowledged that the delegated budget holder may overspend by a small amount as costs may change. However, any small overspend required must be agreed with HB beforehand to ensure funds are available. If no prior approval is obtained for an overspend then monies may not be reimbursed. Large variances require approval from the Chairperson/Vice in conjunction with the Treasurer.

7. Publicity/Communications Update (GW/SU)

GW reported that publicity was good around the Village. Publicity was now being focussed on obtaining a greater awareness for events, etc in the wider local area. A poster was being developed for use with younger groups. The FaceBook page now has 100 likes. It was suggested that the parent mail could get to a wider distribution area in the Village. A noticeboard had been purchased for use in the waiting room to promote activities of FHRS to users of the Wirral Way.

AP 1 BV to fit the notice board in the waiting room.

8. a. **Sub Committee modus operandii and contact with CWaC (CH).**
The Sub Committee will choose a leader who will have the delegated authority to make decisions, and manage a budget. Only the team leader will have responsibility for direct contact with CWaC and the Rangers. Present sub committees are Santa's Grotto leader Joan Butcher and Grounds leader Gill Knock.
- b. **Santa's Grotto (JB).**
JB outlined in detail the work of the group. Tickets were distributed at the meeting and it was pointed out that when a child ticket is sold that the age and sex must be recorded so that an appropriate present will be received. It was now intended to raffle two hampers. Further products and a hamper basket are required. A Christmas tree and lights are required for the grotto.
AP FHRS members are to contact Sue Unsworth if they have a hamper basket and secondly with donations of products for the hamper.
AP2 CH to follow up offer of a tree.
AP3 BV to check whether a license for broadcasting music will be required.
9. **Residents Society Representative (CH)**
CH reported that it had been agreed at the Officers meeting that HB should represent the FHRS at the Residents Committee Meetings. The meeting endorsed this unanimously.
10. **Risk Assessment Policy (CH)**
Every sub committee will have to produce a Risk assessment for the event that is being planned and this has to be sent for approval to Chairperson and Vice-chair for agreement on behalf of the committee and then to CWaC 3 months prior to the event. The risk assessment produced for Signal Box Opening can be used as a template.
11. **Child Protection and Safeguarding Policy (JB).**
JB tabled the updated policy document and it was accepted as the policy by the meeting. A discussion took place about DBS requirements. It will be beneficial for some members of FHRS to gain a DBS.
AP4 JF to send policy to all FHRS.
AP5 Volunteers who wish to acquire a DBS must send their name to JB.
12. **Prioritisation of Funding for FHRS Development Plans (CH)**
List circulated with the agenda. To gain an indication of funding required for suggested improvements it is necessary for members to volunteer to cost a proposed development.
AP6 Volunteers willing to cost a development on the list to send name to CH
13. **Pinehirst Training (JF)**
JF outlined contact that he had with a training centre that trained young persons in rail practices and procedures. The Centre were enthusiastic to be involved and will be will to assist in providing labour and expertise in any developments.
AP7 JF to maintain contact.
14. **English Heritage & Planning Permission (BV).**
There is a new Conservation Officer in post and BV will meet with them on 11th November
AP8 JF to circulate new agreement to FHRS.
15. **Charity Xmas Fair Stall (JB)**
Stall booked and there is a FHRS Christmas card. Volunteers were requested to help man the stall.
16. **Green Flag Community Award (PT)**
AP9 JF to place on next agenda.

17. Community Payback Scheme (CH)

No progress made. CH to follow up.

18. AOB

- a JF to send letter of thanks for artefacts donated to FHRS**
- b CJ informed the meeting that a survey about the use of the Memorial Hall was about to be undertaken and wished to use the FHRS database to conduct the electronic version. AP10 JF to email all FHRS to see whether they agreed with having the survey sent to them electronically.**
- c CH reported on the excellent visit to Whitegates Station and their relationship and MOU with CWaC and how they had developed their catering facility.**
- d CH thanked JB and her team making the Signal Box Opening a fine event.**
- e JB reported that there were no health and safety incidents reported at or after the Signal Box Opening Event.**
- f The Chairperson approved JB's request to purchase an accident/incident record book or file**

The next Open Meeting will be Monday 4th January 2016.