

Coordinators meeting on the 15th of September 2016 at 8.30pm

Location: Bridge Street Dental Surgery

Present: Nicola Eades, David Bewley and Richard Rafferty.

A review on T FAG progress:

- Farson camera installation tomorrow, businesses and residents have been informed locally with letters on the 04/09/16.
- Both pumps have been tested. The west pump is due for maintenance in 2 weeks. David Bewley has organised a new training site “Newton Kyme”

A review of recent meetings:

- NYCC meeting with Paul Tweed: minutes emailed to all Coordinators and reviewed.
- Sub Committee meeting with Tadcaster Town Council on the 13/09/16 updated Richard Rafferty:
 - ✓ Water safety management scheme and defibrillator funding: Coordinators agreed to proceed ahead with gaining prices for the water safety buoys and signage, then review finances and funding. Agree we will await feedback from Councillor David Bowgett in relation to the defibrillator scheme.
 - ✓ Group status options, discussed in the finance section.

Events:

- Tadcaster Carnival on the 11/09/16 raised £60.00. A massive thank you for the help provided by volunteers Pauline Allen, Sue Young, Jane Axtell, Janet Bewley and Russ Bewley.
- Duck race on the 24/09/16, due to the below course the Coordinators cannot attend. Nicola Eades to send out a text to 2/3 volunteers, to see if anyone can attend with donation buckets and raise awareness of T FAG in Tadcaster.
- EA training event on the 24/09/16, all Coordinators have received a timetable of the day’s events, confirmed set off 8.30am.
- Flood Advice Fair 09/10/16 11am to 3pm:
 - ✓ Confirmed exhibitors.
 - ✓ Table layout nearly complete, NE to email the Riley Smith for confirmation and then the exhibitors.
 - ✓ Confirmed we are marketing the event to neighbouring villages, towns and cities: York etc.

- ✓ Posters and leaflets are ready for distribution: Coordinators agree to organise the display of the posters ASAP in local businesses and then commence leaflet drops from the 24/09/16 to: Cawood, Kirby Wharfe, Ulleskelf, Church Fenton, Sherburn and Newton Kyme.
- ✓ Social media and website: to begin sharing on multiple sites, RR's responsibility.
- ✓ Fully media release with NYCC and TFAG: to inform the press, Wetherby News, York Press and TV if possible, time frame 2 weeks prior to the event.
- ✓ Radio release: BBC York Radio and Minster FM: time frame to begin next week, heavy release one week prior to the event.

Courses:

- Coordinators reviewed the York Rescue Boats training on the 09/09/16: success and informative. Second training event on the river 10/10/16 at 6pm. NE to confirm with Ash and send all volunteers a text. NE will email the power point from the 1st session after the 2nd session to all volunteers.
- DEFRA Level 1: Coordinators confirmed this is required, to source finances for 10 volunteers including the Coordinators. Financial cost approximately £720, time frame end of 2016/early 2017. NE to organise finances.
- Coordinators agreed to review the Level 2 DEFRA training in April 2017.
- Coordinators agreed to proceed ahead with a road safety management course for the entire group, NE currently working with NYCC, time frame ideally mid November. Coordinators agreed a further course is required for the Coordinators "Road Safety Management Qualification." NE to organise funding through NYCC.
- Coordinators reviewed first aid training course requirements: The current number of volunteer's trained in first aid are 8. Due to the amount of training planned, the Coordinators agreed to review first aid courses in April 2017.

Finances:

- Community account finances reviewed: all Coordinators have received a full spread sheet breakdown of accounts via email: total funds are £8,503.28 on the 05/09/16.
- Reviewed I2I funds: Coordinators agreed to keep the £16,258.38 balance as a reserve fund. NE confirmed the groups spend from the Storm Eva grant has been sent to the I2I foundation.
- Cheque signing required to pay the Ironmongers £25.99. DB and NE to do tomorrow.
- Methodist hire from the 09/09/16 training event, totals £22.50. Bridge Street Dental Surgery to pay as a donation. Coordinators reviewed future training events, agreed to use "Everything Good Goes"
- Website: RR confirmed he remains happy to finance.

- Coordinators reviewed the Google account, £12.00 per month RR currently financing. NE not using, DB using 50% of the time. RR happy to finance at present on a rolling monthly payment, to review the Coordinators use at the next meeting, either cancellation or transferring as a cost for TFAG.

Fundraising:

- DB requested the community bank account details to set up “easy fundraising” an app/website that will provide free funding for TFAG from purchases through major brand names. To encourage the general public to register too.
- Coordinators agreed to continue with the donation boxes in local shops only.

Future projects and plans:

- Prevention packs distribution: Coordinators agreed to start distribution in November; funding remaining from the NYCC grant is £2,060. The Coordinators are to investigate ways of assessing the distribution process ready for the next meeting.
- Water safety management project: NE to start investigating funding sources, prices and requirements, to discuss progress at the next meeting.

Reviewed the group’s status currently an Un-Incorporated Organisation:

- NE confirmed TFAG’s projected gross for the end of year accounts would be over £5,000. Assessment below of TFAG options, the opinion of the Coordinators.

Actions from the meeting:

Richard Rafferty:

- ✓ To organise immediately social media advertising for the “Flood Advice Fair” 09/10/16.
- ✓ To update the website to advertise for the Flood Advice Fair.

David Bewley:

- ✓ To organise Charity registration process, to liaise with RR and NE.
- ✓ To organise the Easy Fundraising account set up, NE to send bank details.
- ✓ To organise a volunteer training event with the west pump on a Sunday PM, including drone footage.

Nicola Eades:

- ✓ To email the “Flood Advice Fair” table layout to the Riley Smith Hall and exhibitors for confirmation.
- ✓ Organise finances for:

DEFRA Level 1 for 10 volunteers

Road safety management training for the team

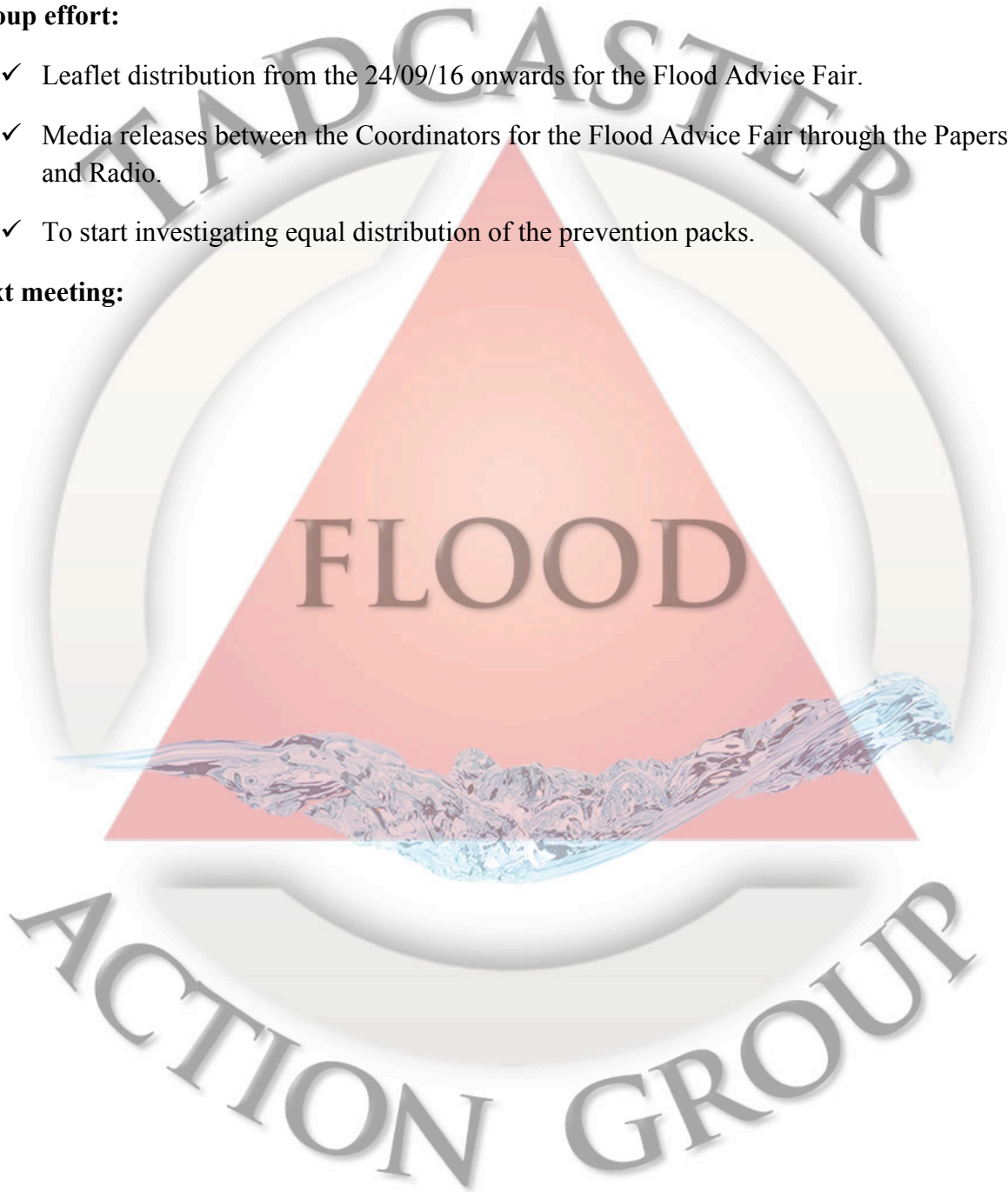
Coordinator: Road Safety Management Qualification course x 3.

Water safety management assessment for the upstream section of the River Wharfe in Tadcaster: to organise prices for the equipment and signs, including the funding.

Group effort:

- ✓ Leaflet distribution from the 24/09/16 onwards for the Flood Advice Fair.
- ✓ Media releases between the Coordinators for the Flood Advice Fair through the Papers, TV and Radio.
- ✓ To start investigating equal distribution of the prevention packs.

Next meeting:



TFAG status options

<u>Options</u>	<u>Advantages</u>	<u>Dis advantages</u>	<u>Conclusion</u>
Un Incorporated Organisation	<p>Less paper work</p> <p>Equipment and funds remain TFAG assets</p>	<p>Limited future funding source</p> <p>TFAG currently are grossing more than £5,000</p> <p>Coordinator's are liable for the group</p>	<p>The group is currently grossing more than £5,000 per year; if we remain un incorporated we need to register with HMRC. Although the groups gross may be a one off year.</p> <p>Remaining in this status means there may be less ways of making the group financial viable long term. Although the status does mean the Coordinators are liable.</p>
Register as a Charity	<p>Increases the options of funding sources</p> <p>Meeting the gross financial requirements</p> <p>Gift aid eligible</p> <p>Equipment and funds remain TFAG assets</p>	<p>Paperwork involvement</p> <p>Coordinator's are liable for the group</p>	<p>This option would provide an increase of funding sources, but still keeping the group an Un Incorporated Organisation. Although the status does mean the Coordinators are liable.</p> <p>It does increase paperwork requirements.</p>
Under Tadcaster Town Council	<p>VAT registered</p> <p>Secured under the council</p> <p>Potential access to agency funding</p>	<p>Access to accounts</p> <p>Moving funds, which were received, to TFAG</p> <p>Asset responsibility</p> <p>Funding sources may reduce from individual and company donations.</p>	<p>This option would secure the group under the council, providing VAT relief and less Coordinator liability.</p> <p>Although this would mean transferring assets and finances, in which they were not donated or intended.</p> <p>Concerns on the security for future fundraising sources.</p>

Decision made by NE, DB and RR: to proceed ahead investigating Charity Status for TFAG.