

Date: Thursday 11th January 2018

Present: Richard Young (RY), Mike Kirkham (MK), Joan Brame (JB), James Dale (JD), Brian Shepherd (BS), Mark Proctor (MP), Linda Harper (LH) notetaker.

Apologies: Phil Leigh, Judith Carr

2 Previous Minutes:- The minutes of the previous meeting were agreed as an accurate and correct account. To be uploaded to members section on website.

3 Matters arising/Actions:- see table page 5

RF have not yet banked cheque for rent.

PL reports can have new design badges at no extra cost.

BS has purchased plastic storage box for telescopes.

4 Finance:- JD reported. So far 16 paid up adult members ,(including committee members) for this year and he anticipates another 6-7 still to renew. This number would be enough to meet the costs of rent and public liability insurance.

There was further ongoing discussion as to how we can increase our membership.

MK has met with Anna Mayes from Realise futures re the possible use of the house at the entrance to the walled garden. This could be a good option, the cost would be £50pm for 2 members meetings and 1 committee meeting. There is a kitchen and toilet facilities and heating. MK is hopeful that a lower cost could be negotiated along the lines of what we currently pay for the use of the greenhouse and mess room. There is direct access into the walled garden from the rear of the house.

Equipment could be stored there but would not be covered by their insurance so the level of risk needs to be assessed as contents insurance may not be financially viable for us.

Suggested that we have a trial period of using the house for two months hopefully from 1/2/18 – 29/3/18. Also we could possibly offer Astronomy training to RF members at a reduced rate.

A question was raised as to whether this could cause any problems with SEBC but it was felt that this should not be an issue as a formal agreement for the use of the walled garden has never been signed.

General account:

- Amount as of 28th December: £357.24
- Pending outgoings: £110.00 (Rent to RF for Q3'17 and Q4'17)
- Pending income: £0.00

Restoration account:

- Amount as of 28th December: £870.64

- 5 Programme and planning update:- MK reported the Dr Sarah Bosman has only just replied to his e-mails, she has travel and accommodation problems so it was agreed that we should postpone her visit to the group until more details of the financial cost are known. MK had asked if she could attend the Star Party but she is unable to do.

Phil Leigh and his group are continuing to work on the details for the next Star Party in March. Agreed that MP will put a notification on the website giving a general overview of the programme.

- 6 Events Planning group:- Agreed that the group should meet on a quarterly basis, a meeting will be scheduled for early February.

It was discussed in the group that as Richard has a high level of commitment with the Restoration project and that there is a vacancy on the committee MK would approach Hubert Kerry to find out whether he would be interested in a role as an interim committee member. (Role to be determined)

The Kinetic Science event on 10/11th February – the association has been asked to take part and will have a display in the Athenaeum. However no confirmation given yet as to exactly where the stand will be and what the timings are. MK to follow-up with Deborah Ball of KS. MK to get posters made in A5 and A3 sizes to advertise the AAA. JB also to speak with Louise Dodson at the Athenaeum to see if she can give any information as to how the event is to be set up.

An e-mail has gone out to members to ask for volunteers to man the display, little response so far so will be mentioned at next members meeting.

- 7 Outreach:- RY to give a talk to the Oddfellows on 3/7/2018
Proposal for a Solar Day to be held in the Abbey Gardens in the summer.
Visit to Cavendish Laboratories in Cambridge on 21/4/18 RY to attend.
Talk at WSC by Dr Lisa Jardine-Wright from Cavendish Laboratories on 13/6/18
RY to attend. Free to attend for anyone.
- 8 Restoration Project group update:- RY, MK and JB met with the Bury Free Press
at the Athenaeum for an interview and photographs to publicise the restoration
project and the AAA in general.

TOR that MK had circulated were discussed, agreed that the Chair of the Restoration group would report back to the committee on significant issues and risks and decisions required to be made by the committee. Clarification was needed on what constituted significant issues and that it would include the signing off of individual phases of the restoration before work was commissioned etc

MK agreed to modify the document and circulate to the committee. RY asked if it needed to be signed off, decided that RY/MK would sign off when agreed.

Further discussion regarding the finances. It was felt that there needs to be in place a mechanism and limit by which the Restoration group can use their funds independently. Need to be 2 signatories to any cheques, agreed that RY as director should be one together with one other committee member.

RY raised concerns about the limit available for the Restoration group to use independently, it needs to be of a sufficient level to meet requirements such as paying the insurance for the project.

RY reported on the ongoing issues surrounding the Insurance and the indemnity clause in the draft agreement. Concerns have been raised by Damian Parker in regard to the ongoing maintenance of the Observatory once restoration is complete. Who will be responsible? RY stated that he saw the AAA being the guardians of the Observatory and Telescopes once the restoration was complete

Phase One of the restoration is estimated to cost £3000 as per the draft agreement from September 2017

Unity Insurance for phase one, has been read and agreed in principle by Damian Parker and Martin Hosker, SEBC Health and Safety officer but requires some form of meeting/commitment in writing from SEBC that this insurance will mitigate the Indemnity clause. If this is forthcoming then the agreement can be signed by RY and MK

Restoration contd:- RY is at present the only member of the AAA to be able to take visitors up to the Observatory, he requested that 3 other committee members agree to be named. MK, BS and possibly PL and MP.

9 Resources:- see appendix 1

10 IT:- MP to update website as per meeting.

11 Publicity/Marketing:- No further update.

12 AOB:- JD reported that GDPR regarding data protection and how we store members information has new requirements which will come into play on 18/5/18. Do we comply or do we need to alter our membership form or add a clause regarding data p? JD will investigate.

Date and time of next meetings, all 7.30pm start.

Committee:

Thursday 11th January

Thursday 8th February

Thursday 8th March

Thursday 19th April

Thursday 10th May

Thursday 14th June

Members:-

Thursday 18th January

Thursday 1st February

~~Thursday 1st February~~

Thursday 15th February

Thursday 1st March

Thursday 15th March

Thursday 29th March

Thursday 12th April

Thursday 26th April

There being no other business the meeting closed at 09.50pm

Action Plan from December 2017			
Page/Item	Action	Action by	Status
1/4	Chase up cheque to Realise Futures for £60	JD	Ongoing
1/4	Investigate cost of new badges with new designs	PL	Ongoing
2/5	Theory and Practical programme to be circulated to members with covering letter from chairman	MK/LH	Completed
3/8	Restoration project - insurance	RY/ group	Ongoing
3/9	Purchase plastic box for storage of telescopes/equipment	BS	Completed
4/12	Formalising agreement for use of venue	MK	Ongoing
2/6/18	MK to approach HK/LH re Planning Gp lead	MK	New
2/5/18	To add list of planning meetings to minutes RY to supply	RY	New
4/12/18	GDRP investigate if we comply	JD	New

Appendix 1 Pending resources.

5.5.1 Prospective purchases for the AAA

(To be kept as a rolling list on the agenda will need costings for each at some point)

- Pop up banners
- Power packs **Action: MP £69**
- Telescope eye pieces
- Three types of lenses
- Barlow 2x
- Storage cupboard or something of that nature.
- Following OASI event now adding table banners.

