

Date: Thursday 8th February 2018

Present: Mike Kirkham (MK) chair, Richard Young (RY), Brian Shepherd (BS),
Joan Brame (JB), Phil Leigh (PL), James Dale (JD), Linda Harper (LH) notetaker

Apologies: Mark Proctor. Judith Carr has resigned her position on the committee due to other commitments.

The committee would like to record their thanks and appreciation for her work with the committee and PL on behalf of the Star Party group extends these wishes to Philip as well. We hope that they continue to attend members meetings when they are able. MK to send our thanks.

2 Previous Minutes:- Minutes of meeting on 11/1/18 were agreed as an accurate account MK proposed and JD seconded. LH to forward to webmaster for uploading to website.

3 Actions:- Realise futures have banked the cheque for rent owed to them.
New badges have arrived, 2 new designs of Jupiter and Saturn 25 of each. Cost per badge 38p. To be sold at £1.
GRDP – JD reported that he is undertaking an online course to ensure that we are compliant when the new regulations come into law. We comply at present but once his course is completed JD will present draft document with which we will have to comply with in future.

4 Finance:- JD reported, a recent cheque to be paid into the restoration account will take the total to over £1000.
Membership subscriptions continue to be paid, JD will send out a final reminder e-mail mid February to ensure everyone given chance to renew, if no renewal by the end of Feb member will be removed from distribution list.

MK reported that he has spoken to Andrew Speed and has had an agreement in principle to give £10000 to the restoration fund. Andrew Speed has suggested that 2 separate applications are entered, 1 for the AAA and 1 for the restoration fund. MK and RY agreed that a joint application be made and to request a phased release of money. Suggested that Andrew Speed be offered a visit to the Observatory.

Finance contd:-

MK has prepared a written application for £850 to purchase a laptop/case and other educational materials such as an Orrery.

General account:

- Amount as of 22nd January: £622.24
- Pending outgoings: £50.00 (Rent to RF for Q4'17)
- Pending income: £85.00 (membership payments and coffee donations)
- Anticipated outgoings: £143.00 (Badges x2, box, FAS/PLI renewal)

Restoration account:

- Amount as of 8th January: £875.64
- Pending income: £250.00 (Centre Parc's donation)

- 5 Programme and planning update:- MK reported that the group has now put a programme of presentations together that will take us through to June 2018 To be circulated to members, (LH) and uploaded to website.

An idea was put forward that the members meetings could be split into 2 groups now, novice and more advanced. As we have use of a room upstairs in realise house this could be easily achieved.

Other upcoming activities include a Solar day in the Abbey Gardens 23/6/18 to include spectroscopy. (Risk assessment needed for any use of telescopes).

Other possible activities may include a free stand at the Elvedon Country Show. MK to contact to see if 1 day possible to negate the need to take equipment then have to take it all away to take back next day. (7/8th July)
A visit to Hurstmancieux in West Sussex or the Space Centre in Leicester. Costings need to be investigated.

MK to speak to Hubert Kerry to see if he would be interested in moving from the Star Party planning group to take on a role of looking at wider events and low cost outings that can be considered.
Also group decided that activities should in future be referred to as Internal/ External events.

6 Events Planning group:- PL gave a Star Party update.

OASI, Kinetic Science, Sneezums and Jessops are to be invited to attend

Other proposed activities include Stellarium projected onto a curved surface.

Demonstrating the speed of light using a microwave.

Philip and Judith Carr to be asked if they would prepare quiz

Repeat how far away is the moon but updated with 3D images from the ceiling of the greenhouse.

Spectroscopy. Presentations on Mars and the Moon from BS and RY

An automatic looping system on the Restoration project to play during presentation change overs.

Committee agreed a £50 spend for PL to use for Star Party.

7 Outreach:- RY passed over £20 donation received from Richard Ong/Martin Taylor from the Bury Society following his talk.

8 Restoration Project group update:- RY reported that Restoration project stuck at present as agreement still not signed due to the Indemnity clause, however an alternative insurance policy has been obtained from Unity Insurance and this should meet the terms for the last paragraph of the agreement to over both the AAA and SEBC. Cost £120.46p for the year giving £5m cover.

Damian Parker and Martin Hosker need to e-mail to confirm their agreement on the basis of this insurance being taken out, funds can then be released for purchase of the insurance.

MK/BS/PL to provide names and addresses to RY for heads of reference for taking visitors up to the observatory.

A risk assessment has been carried out by SEBC. PL asked if an Asbestos Survey has been done. RY to check.

RY asked that the TOR document be put on hold as he was preparing a wider project document. MK thanked him for this but said that this is unlikely to change the need for the ToR and reassured RY that the revised version had incorporated comments from committee members, he will pass to RY for comment then if both happy can be signed off.

A specific website for the Restoration Project was requested by PL and discussed, but this was not felt necessary and may be confusing, it was considered that we need to be seen as one body and not two separate ones.

MK agreed that we do need to make improvements for highlighting the Restoration Project and he agreed to speak with MP regarding how best to achieve this, including the ability for the Restoration Group to provide regular updates such as a weekly blog.

There was a brief discussion regarding the use of donation links on the website for the Restoration Project.

9 Resources:- No significant money available to purchase extra resources.

10 IT:- No update for this meeting.

11 Publicity/Marketing:- Identified need for someone with these skills.

12 AOB:- Response to FAS, BS offered to draft a response which he will circulate to committee for comment.

MK to contact the Principal of County Upper School to assess the possibility of co-operation, could they facilitate a GCSE for interested members?

New donated telescope 70mm reflector, needs tlc. BS to provide.

MK asked whether Personal Liability Insurance for committee members should be investigated. JB suggested that Marian Shaw be contacted as she may well be able to offer advice. JD also to investigate the need.

Date and time of next meetings:- All 7.30pm start.

Committee	Members	Planning group
Thursday 8 th March	Thursday 15 th February	May 2018
19 th April	“ 1 st March	August 2018
17 th May	15 th March	November 2018
14 th June	29 th March	
12 th July	12 th April	
	26 th April	
	10 th May	
	24 th May	

Meeting closed at 10.00pm

Action Plan from December 2017			
Page/Item	Action	Action by	Status
1/4	Chase up cheque to Realise Futures for £60	JD	Completed
1/4	Investigate cost of new badges with new designs	PL	Completed
3/8	Restoration project - insurance	RY/ group	Ongoing
4/12	Formalising agreement for use of venue	MK	Ongoing
2/6/18	MK to approach HK/LH re Planning Gp lead	MK	Completed
2/5/18	To add list of planning meetings to minutes RY to supply	RY	Completed
4/12/18	GDRP investigate if we comply	JD	Completed
1/2/18	Thanks to JD/PC for work on Committee and Star Party	MK	New
1/4/18	JD to send out reminder e-mail re subscriptions	JD	New
5/2/18	MK to speak to HK re new role for events	MK	New
5/2/18	MK to contact organisers re Elvedon and having stall 1 day	MK	New
3/8/18	MK to speak with Mark P re RP webpage	MK	New
4/12/18	MK to contact Principal County Upper	MK	New
4/12/18	JD to investigate need for Personal Liability Insurance	JD	

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.
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