
Wednesday 20th April 2022

Present:- Mike Kirkham (MK) Chair, Peter Corbett(PC) Treasurer, Nigel Osborne (NO), Joan Brame(JB), Lloyd Hughes (LHs) Linda Harper (LH) Secretary.

1. Welcome and apologies

MK welcomed all to the meeting.
Apologies noted from Nigel Bond and Peter Bruce.

2. Previous Minutes

Noted that under Whitsun Fayre - stated that no lead for this event, this needs to be amended as NO has agreed to lead on this event. Once corrected notes can be posted to website.

LHs raised a question regarding proof of ownership for equipment for Insurance purposes, PC stated that Invoice needed as proof of purchase. At present we have no way to value donated items that will be accepted for insurance. Further investigation needed before need to renew insurance.

3. Action

3rd Party liability for Star Party – MK has emailed Dwayne Gray, no reply so far. Ongoing
Liability at Whitsun Fayre – MK thinks covered by BID but will check with Jackie Regan and advise. New

Policies and procedures – still work to be done on these. Ongoing

Contact with National Trust – no contact yet. Ongoing.

4. Finance

PC gave update on current situation. Generally good at present. We have 29 paid up members (includes 2 young members).

Outgoings soon will be the rent for the next 6 months. But this will be offset by income to come from the Whitsun Fayre.

There is still some money from the CAS grant to spend, due to the recent donation of the Telescope with goto EQ mount we do not need to purchase this mount (was on original

application). Suitable alternative items will be purchased such as more eyepieces. MK will notify CAS of these changes as courtesy. (action MK)

Financial Update 19th April 2022

Restoration Account: £0.00 (Account closed 1/02/2022)

General Account: £1,658.87

- Balance Last Update (22/03/2022): £1,543.86
- Outgoings
 - o FAS Membership (Mike Kirkham): £25.00
 - o Gift for Phil Leigh – Crystal Ball (Peter Corbett): £11.99
 - o Cambridge Institute of Astronomy visit: £50.00
- Income
 - o Coffee Pot: £29.00
 - o Membership: £26.00
 - o Cambridge Institute of Astronomy visit: £47.00
 - o Lions Club Talk – Donation: £100.00

Cash: £33.95

- Coffee Pot: £22.95 (see below)
- Membership: £11.00

Liabilities: £800.79-

- CAS* Grant – purchase equipment (GoTo EQ Mount & Tripod)

Total: £892.03

Coffee Pot

- Balance Last Update (21/03/2022): £39.00
- Takings: £16.90
- Paid into General Account: £29.00-
- Re-stock: £3.95-

*Community Action Suffolk - Suffolk Community Restart fund

5. AGM

Discussion held around whether or not the AGM should take place later in the year as opposed to initial idea of being held in May. All present agreed that this would be a good idea due to time pressure but also if held later possibly September then this would give a full year to reflect on.

The financial year will end in July so this will allow approximately 6 weeks for the accounts to be sent to the scrutiniser for checking.

A provisional date of Wednesday 14th September was put forward, ideally this will allow as many committee members as possible to be present.

6. Members programme

a) Initial update on NB report – NB has done some preparation on a proposed new members programme, this should cover meetings for a period of 6 months. To be a mixture of traditional subjects but also other topics requested by members. Outside speakers will be approached once finances allow, in particular Matt Bothwell from Cambridge.

David Murton who has visited in past has moved out of area so unlikely to be approached for talks.

NO will email Matt B to enquire about possible costs associated with his coming to group as guest speaker. No specifics to be given about dates etc. (action NO)

b) Children's Group – MK raised this as he had received an enquiry from a parent wanting to attend with young children (6 and 8). All agreed it would be good to build a young persons group but will need more exploration as to possible interest, but also the implication for the group as need for DBS checks to be in place for anyone dealing with children, although our membership states that under 16s have to be accompanied by parents/guardians, what happens if p/gs wish to join main group.

MK will contact PB as ask him to post something general and low key on social media sites to try and gauge any possible interest, we can also push this at the Whitsun Fayre. (action MK)

Agreed to keep subject on agenda for further discussion.

7. Events programme 2022

a) Whitsun Fayre Planning (NO) – 2 gazebos will be provided along with tables, ideally agreed 4 tables needed. There will be a selection of scopes on display, the Orrery, Books and posters, Gravity Well. Possibly a TV with a presentation on a loop but need to check requirements for PAT testing. (What proof needs to be provided to organisers).

LHs will sort craft table for children.

Agreed need some A5 flyers to give out at fayre to publicise group. MK to approach PB to produce and Liz H to be asked if able to print as per her previous offer.

MK to check that required number of tables available and what proof needed for PAT testing. Also to contact PB re Flyer for fayre.(MK)

b) Whepstead Fete 2/7/22 – NO and NB will attend to spread the word about the AAA.

c) Star Party – no response from rangers at Nowton Park so far as too likelihood of further events.

8. AOB

NO suggested contacting Hawstead and Lawshall Parish magazines for small article to go in to publicise group. Agreed good idea. (NO)

PC – Drop box reaching capacity so needs to be cleared, not sure who has admin rights to drop box or how to access it as set up some time ago. PC will carry out task.

Action Plan				
Page/Item		Action		Status
			Action by	
25/9/21 P5		MK to look into issue of insurance cover when providing event for third party	MK	Ongoing
12/1/22 P1		Revisit and review existing policies and procedures.	All	Ongoing
12/1/22 P3		MK to make contact with National Trust	MK	Ongoing
20/4/22 P1		MK to check public liability for Whit Fayre, is it with BID organisers	MK	New
20/4/22 P2		Notify CAS of changes to purchases from grant in view of recent donations.	MK	New
20/4/22 P3		NO to contact Matt Bothwell from Cambs Uni re likely charges as guest speaker to group.	NO	New
20/4/22 P3		MK to ask PB to post to social media to try to gauge interest in a Children's group	MK	New
20/4/22 P3		MK to check with Fayre organiser available tables, PAT test proof needed and A5 flyer with PB	MK	New
20/4/22 P4		NO to contact local parish magazines in Hawstead/Lawshall to publicise group	NO	New

