



CSSC Norwich Area Association

Minutes of Area Council meeting held on 12th June 2008 in R.G57, Rosebery Court at 4.30pm

Present - Geoff Sinden (chairman), Martin Dutton (Treasurer), Carol Timson (secretary), Sue Bull (newsletter editor/membership secretary), Crumpton Clarke (HMRC) and Alan Crabtree (retired),

Action

1. ***Chairman's welcome and opening remarks***

- 1.1 Geoff welcomed everyone, including Joe who could only stay for the first item of the meeting.

Geoff reminded the meeting that Joe will be leaving CSSC at the end of next week (20th) and sincerely said, on behalf of all of the committee, that we had a good working relationship with Joe. Everyone wished Joe the very best and thanked him very much for all his help and co-operation. Joe responded by saying his work with CSSC had been a very enjoyable, fun job. He thanked the committee for helping him and reminded everyone that James Kennedy, London BDE will be taking over his role in Norfolk with the help of Sam Hart, National Recruitment Office. Three more recruits will be taken on who will travel around the country.

Geoff added an additional item to the agenda to cover reports on the Eastern Region Workshop. Items 8 to 13 on the agenda were renumbered 9 to 14.

Carol agreed to contact Pat for James' email address in order to inform him when we had scheduled a meeting.

CT

2. ***Apologies for absence***

- 2.1 Apologies were received from Joe Connolly (CSSC Eastern Region, BDE), Helen George (OGCb.s) and Will Hill (OGC).

3. ***Minutes of last Area Council meeting***

- 3.1 Martin proposed that the minutes of the meeting held on 8th April 2008 be accepted as a true record. Seconded by Sue.

4. ***Matters arising***

- 4.1 **Item 4.2 – Represented cheque.** Martin confirmed the cheque had been cleared.
- 4.2 **Item 4.3/4.4 – Cinema tickets/GY&L.** An article was published in the last newsletter and GY&L have agreed to purchase and issue cinema

tickets.

- 4.3 **Item 7.1 – Subsidy for theatre tickets.** See action table for response from Bury St. Edmunds AA.

The meeting discussed whether we should offer a subsidy to members attending theatres in Norwich, other than the Theatre Royal. Agreed to offer a £2.00 subsidy on production of proof of purchase after the event. This subsidy would also apply if 6 or more members booked and attended the same show, for example, a group going to a show in London. Martin to prepare an article for the newsletter with the committee reviewing the scheme in a years' time.

MD

- 4.4 **Item 12.2 - Article on GIFT.** There was no space in the May newsletter for Geoff to publish an article.

GS

- 4.5 **Item 12.5 – Service Level Agreement.** Carol is awaiting a reply from Head Office.

CT

- 4.6 Items complete and closed from in action table from 8th April meeting:

9.3 – Chatham: 21 places booked for Historic Dockyard but 2 dropped out on the day; I have sent them their tickets as they can be used on another occasion by paying a small additional fee. 14 went to Bluewater shopping. All seem to have enjoyed the day.

9.5 – Cricket – 5th June. A brilliant day out. Play was excellent, Peitersen got his century and the weather was great. I had two unsold tickets which I could not get a refund for because Trent Bridge had 3.5K seats unsold but I sold them to a tout for £10 each.

9.6 – Sainsbury Centre- 21st May – 5 members and 5 non-members (total of 10) enjoyed a guided tour and visit to the Cloth and Culture exhibition. There were many live artists on the evening which added to the festival feel of the evening.

9.9 – Spalding Flower Parad – 3rd May. A very successful event. On hindsight perhaps we could have left Spalding 30 minutes or so earlier. We were blessed with very good weather. Plenty to see and do. Rec'd a letter of thanks from a member.

9.13 - Holkham Hall Concerts - Their web site states they will not be holding any concerts this year but 'Gigsta.co.uk' have listed: Katie Melua on 12 July : Meatloaf on 13 July : Boyzone 20 July. May I suggest if there is time to advertise these events in the next newsletter we just offer a subsidy per ticket (as per the Latitude festival) and for the future.

5. **Treasurer's report**

- 5.1 The email exchanges and the proposal by Martin regarding the Honoraria, proposed under 'Open Forum' at the AGM was discussed. Martin's proposal: *"That this Committee agrees to make interim payment of Honoraria of £60 each to the Chair, Treasurer, Secretary and Membership. Newsletter Secretary subject to ratification at the next AGM. These payments to be repaid in the event of non agreement"* was seconded by Will. Vote carried in full.

MD

- 5.2 Martin proposed that we pay a fee of £75.00 to the auditor of the books for the AGM. Seconded by Carol and agreed.

MD

- 5.3 Martin reported that he had attended a presentation designed for Treasurers' of small organisation, charities etc. It was made clear that

it is an offence for Treasurers' to allow members of an organisation to hold onto part-signed cheques. Alan agreed. The meeting discussed and agreed that this should not occur in NAA CSSC and requests for cheques should be dealt with within 14 days.

5.4 With the departure of Joe, Martin agreed to contact Head Office for guidance on who should be the 'official' CSSC signatory for cheques.

MD

6. **Grants and financial assistance**

6.1 The grant requests detailed in Martin's email of 9th June were agreed.

MD

7. **Secretary's report**

7.1 Carol referred to the email exchanges with Head Office regarding 'Its Good to Share' which have been circulated. However, no response to date from them regarding our concerns that civil service departmental sports and social clubs do not talk enough to one another. Carol will contact HO and report back.

CT

8. **Eastern Region Workshop – 17th April 2008 – Feedback**

8.1 Geoff thanked Crumpton for preparing and circulating a detailed report from the Workshop. However, item 12.4 from the 8th April meeting: "*Martin raised the problem of members being registered to an Area Association which they may not necessarily want to be under. He cited staff who had moved offices but still lived in Norwich. CSSC automatically register members to the area in which they work. Why can they not be given the choice of which AA they belong to? NAA's delegate and observers were asked to raise this problem at the Eastern Region Workshop.*" was not raised. Carol to write to HO on the subject.

CT

8.2 Geoff reported on the discussions regarding sharing of events between neighbouring AAs. It was agreed that we should continue to accept members from GY&L on our events. Whether we should continue to send GY&L members a newsletter was discussed and it was rejected by 2 to 3 to discontinue.

8.3 Geoff proposed that AA's should be sent lists of members coming up to retirement.

8.4 Discussions took place regarding the web not being kept up-to-date.

8.5 It was suggested that we publish the committee's 'mug shot's on NAA's page of CSSC web site. Carol to ask Head Office if this is possible. If so, Crumpton will bring his camera along to the next meeting.

CT

8.6 Head Office is asking NAA's and departmental clubs to carry out risk assessments before undertaking events/trips. The meeting discussed the policy and some committee members expressed concerns. Items of risk that came to mind were: asking the coach company if they had suitable insurance : first aid provision : pot holes in car parks etc. It

GS

was agreed that such questions should be addressed to the coach companies we use once a year. Geoff will ask Head Office for guidance notes.

- 8.7 Alan was in the process of preparing a report which he will circulate to the committee once complete. **AC**
- 9. Annual Conference**
- 9.1 Geoff confirmed it was all booked up for him, as delegate, and Alan, as observer. They will travel to Manchester on the Sunday. Delegate packs have been received. It was agreed that Geoff would use his discretion in electing members to the management committee. **GS**
- 9.2 Geoff will take examples of our newsletter as example of how we communicate to our members. **GS**
- 10. Past/Current Events**
- 10.1 **Ceilidh/Barn Dance.** Geoff reported he has had contact with OGC and the matter is in hand. **GS**
- 10.2 **Tour of Wembley Stadium.** No room in the May 2008 newsletter. Sue will ask for expressions of interest in the next newsletter. **SB**
- 10.3 **England v South Africa one day test match on 26th August 2008.** Geoff reported monies coming in for 24 people. Coach will leave RC at 10.45 am, match starts at 2.30 pm with finish scheduled for 10.15 pm. ETA RC 12.30 am. **GS**
- 10.4 **England v New Zealand at Trent Bridge on Thursday, 5th June 2008.** Carol's report is in the action table. .
- 10.5 **'Newmarket Night' at Newmarket Racecourse – 27th June 2008.** Helen's report in the action table. **HG**
- 10.6 **Whisky Distillery at Roudham.** Crumpton has organised a date for **Friday, 17th October 2008.** The tour will be followed by a meal. When the menus are received Crumpton will circulate the information in preparation for the next meeting and for publication in the next newsletter. Minimum fee for a tour is £140.00 to cover 20 people. **CC**
- 10.7 **Hampton Court Flower Show - Saturday, 12th July 2008.** Carol's report in the action table. **CT**
- 10.8 **Blicking Hall Music Concert – Saturday, 19th July 2008.** 16 tickets sold and monies received. 4 unsold to date. Enquiries will be made to see if tickets can be resold to Blickling.
- 10.9 **Cromer Summer End of Pier Show - Saturday, 13th September 2008.** Sue reported that 20 tickets have been reserved and 7 members/non-member have expressed an interest. Will be published in the next newsletter. **SB**

- 10.10 **Cinema City.** Helen has not heard anything further and Joe is leaving CSSC. Carol to email HO to find out if she is aware of any action taking place. **CT**
- 10.11 **3 night trip to Jersey – 10th – 13th October 2008.** Geoff reported that arrangements are all in hand. Flight times for the inbound trip have changed – slightly later. **GS**
- 10.12 **Good Food Show, NEC – 28th November 2008.** Date confirmed in Helen’s submission to the action table (full report). Helen to let the committee know the full cost at the next meeting so a charge can be agreed and a piece to go into the next newsletter. **HG**
- 10.13 **Forward Plan Table.** Geoff produced a draft list of proposed future events to the year 2011. Carol to transfer to a table for circulation with the event tables prior to committee meetings. **CT**
- 10.14 **Latitude Music Festival in Suffolk, 17-20 July 2008.** Will’s report in the action table. Will to provide an update for the next meeting on how many members applied for a subsidy/grant. **WH**
- 10.15 **Day trip to France, 29th November 2008.** Martin’s report in the action table. He will prepare a piece for the next newsletter with a cut-off date for booking of 24th September. **MD**
- 10.16 **December 2009 trip to Lille, France.** Martin still exploring possibilities. **MD**
- 10.17 **Pantomime – ‘Snow White’ – on Saturday, 3rd January and Saturday, 17th January 2009.** Geoff has had 10 and 8 expressions of interest respectively. Geoff will advertise in the September newsletter. **GS**
- 11. Future events**
- 11.1 Geoff proposed a **London Day Out** and a date was agreed: **Saturday, 1st November 2008.** To give the new distribution list for newsletter a try it was agreed to send out a ‘flyer’ email advertising the London Day Out, Day trip to France and Cromer End of Pier show. **GS**
SB
- 12. Newsletter and membership**
- Newsletter:**
- 12.1 Sue confirmed the May newsletter went out on time to 1460 addressees.
- 12.2 The committee discussed and agreed the following timetable for publication of the September newsletter:
- 30th August 2008** – Reports and copy from the committee to be with Sue.
- 2nd September 2008** – Sue will email the newsletter to the committee for proof reading.
- 4th September 2008** – Correction to be with Sue by pm.
- 8th September 2008** – Newsletter to be with the printer.

11th September 2008 – Newsletter back from the printer.

15th September 2008 – Newsletter in the post.

Membership:

- 12.3 The committee discussed the option details for a Broadband service that had been circulated by Sue via email and agreed that she should go ahead and order a Broadband service from TalkTalk and purchase the necessary leads etc. Geoff and Alan offered to assist setting up the service. **SB/GS/AC**
- 12.4 Geoff reported that all the work is complete in merging the databases and adding extra queries.
- 12.5 The database is completely up-to-date including the details for 4 new members in May. However, there is still a number of members with incomplete details but work is in hand to complete this information. **SB**
- 13. Any other business**
- 13.1 In Helen's absence, Carol raised the subject of subsidizing members studying other languages. The meeting discussed and agreed to offer a subsidy/grant for any one academic year to members studying a language course. Helen to do a short piece for the next newsletter. **HG**
- 13.2 In recognition for all his help and work in assisting NAA CSSC the committee agreed to gift Joe a voucher. Sue to purchase one at John Lewis, hand over to Geoff so that he can present it to Joe at Annual Conference. **SB/GS**
- 14. Date of next Area Council meeting**
- 14.1 The date of the next committee meeting was undecided due to some committee members not being present. Carol was tasked with setting a date for mid August. **CT**
- Post meeting note: Date of the next meeting is Monday, 11th August, 2008 at 4.30pm in room G57, Rosebery Court.* **HG**

The meeting closed at 7.20pm.

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Geoff Sinden
Chairman
NAA CSSC