

Minutes

CART STEERING COMMITTEE MEETING 09/12/18

Present: John Cotter, Raphael Bouchier, Jenny Dunn, Jonathan Moberly, Rupsha Begum-Smith

Apologies:
Ed Fury

Chairing – JM
Minutes - JD

1, Info Pack

Wording needs clarifying in roles and responsibilities:

It needs to be clearly emphasised that the cart committee is a facilitator of events. Any individual that approaches the committee with an event idea needs to understand that the role of the committee is for maintenance, cart-pushing and compliance ONLY. All other aspects of cart events need to be provided by the promotor.

Booking Form suggested by Jonathan, Raphael agreed. Doesn't need to be made until we need it and can be written as a group if need be.

John brought up insurance. Jenny confirmed CTRA have public liability insurance. Jonathan suggested there was a role for someone to be in charge of compliance issues and nominated Ed to do this.

Raphael suggested an induction to cart – physical going through gas etc. Jonathan suggested the rule that no one should be able to have cart responsibilities without having an induction.

Decisions:

- If someone wants to use cart there must be a meeting to discuss and decide on this.
- Every event needs a checklist that the sub-committee will take roles from. This is why a meeting is required for every event. Can be based on check list in 'Cart Info Pack'.
- No one should be able to have cart responsibilities without having an induction.

Actions:

- Create simple booking form when needed for first time.
- Jenny to complete Cart Info Pack
- Create a role to lead on compliance issues e.g insurance, risk assessments if needed etc. Jonathan nominated Ed to lead this – Ed to confirm.
- Date for induction - Sat 16th January 11am – to invite all CTRA

- Sub-committee to review cart info pack and let me JD to know if there's any edits.

2, Website:

Minutes of our meetings should go with main minutes on website.

Raphael feels that the cart section of the website isn't sufficiently easy to navigate to and could they make it easier.

Actions:

JD to talk to Penny Creed

3, Maintenance:

- John wants to improve roof – get a better material – and also find a way to attach table to back of cart. Jonathan worried this will restrict width and add a lot of extra weight. We also discussed ideas for making a table 'trolley' or making tables more transportable (e.g castor on one corner, rubber added to inside of table 'handles')
- John asked about more 'trolleys' made out of OSB. Agreed these could be made if seen as sensible and not just adding a lot more trips for the set up of the cart.
- Raphael suggested adding things to top of roof but was vetoed by Jenny & Jonathan due to safety.
- Lighting - John wants lights adding to front and back. Jenny & Jonathan suggested maybe not biggest priority.
- Jenny has acquired some cork roll for the cart noticeboard, will leave cork roll in garage

Actions:

- Polycarbonate roof to add – JC & RB to fix date to buy and fix new roof.
- Make something to carry tables more easily – e.g. 'trolley'
- Garage organisation to happen in spring and JC in charge. Meeting might be needed to organise and plan this.
- Cork to be added to back of cart for noticeboard.
- Lights to be fitted in garage by RB.
- Make donations box

4, Funding

THH Inspiring Communities Funding:

Actions:

- JD to fill out evaluation – deadline 21st and will send out a draft beforehand
- JD & JC to meet to go through case study on Wednesday 19th

Future Funding:

- JC suggests creating a bucket list of things we want to spend money on e.g tools.
- JM suggested all funding applications should be made by/through CTRA main committee.

- RB & JC suggested getting materials etc. from Bouygues and Mears.
- JD suggested a bucket list and a list of ideas of where funding/materials could come from is organised and put to CTRA main committee for approval.
- JC has discussed getting some screws from Bouygues with Alison.

Action:

- **Make a bucket list and a list of leads to funding/materials through WhatsApp. Rupsha to put out a message and co-ordinate the bucket list and list of funding/materials to put to CTRA. It has to go through CTRA committee.**

5, December Events

15th DCA Event

- Raphael: Nazrul isn't intending to run event.
- Rupsha: Meeting on 18/19th Nazrul said he was going to provide Biryani and next meeting never happened but Raphael went to meet with Nazrul.
- Raphael: Nazrul believed Raphael was part of CTRA.

Decision: No December cart events are taking place. As we have now been notified that there might not be a 15th Dec event and due to this uncertainty it was decided that the cart should not attend.

6, Next Steps

- Discussed regularity of meetings and next meeting.
- Group is happy with using WhatsApp as communication.

Decisions:

- Regular meetings every two months (for winter at least)

Actions:

- **Next meeting – Wednesday 13th February 7pm Cart Meeting**
- **Venue to be organised by Rupsha with help from Jonathan, Youth Centre suggested**
- **Next meeting: Rupsha to create agenda, Jonathan to chair, Rupsha to do minutes**

7, AOB

None