



Meeting Details: Friends of Birthwaite Committee Meeting, 14th July 2026 @ 16:30

Present: Glen Dulcos, Hazel Simpson, Jean White, Zak Wood

Published Minutes

These minutes are a summary of the meeting for the benefit of Friends of Birthwaite residents. Personal information, confidential discussions and sensitive matters have been removed in accordance with the Committee's Privacy Policy and Code of Conduct.

1. Action Items

- Glen to amend the Code of Conduct with Zak's additions and circulate for signatures before the next meeting
- Zak to print and distribute Constitution copies to all committee members
- Zak to add complaints procedure and policy references to Constitution
- Glen to double-check asset register for cupboards and cabinets ownership status
- Zak and Jean to research tax implications of numbers lottery before application
- Zak to produce survey including lottery questions plus activities feedback questions
- Zak to refresh website with updated events, committee photos, and member badges
- Zak to provide website draft update to committee
- Glen to chase Simone and Chris on day trip funding and organisation options
- Zak to research community minibus availability and driver friend's willingness to help
- Glen to post dining chairs picture and offer to residents for free first
- Glen to purchase replacement gas barbecue within £200 budget from Amazon
- Zak to create monthly newsletter draft template with sample content layout
- Zak to attend independence review meeting tomorrow with consultant
- Jean to get receipt book and implement receipt tracking system for expenses

2. Code of Conduct and Policies

- Zak revised Glen's Code of Conduct draft with clearer wording and added sections
- New sections added: Communication and Social Media, and Raising Concerns procedures
- Raising concerns process: start with chair, then escalate to committee vote if needed
- Committee must work as a majority with one voice; individual disagreement doesn't override decisions
- Committee members should not answer resident questions independently; refer to committee
- Code of Conduct unanimously approved with Zak, Jean and Hazel seconding the motion



- Privacy policy adopted as working document; will be updated as organisation evolves
- Privacy policy is GDPR compliant; not-for-profit associations don't require ICO registration

3. Constitution Review

- Constitution has significant gaps and needs updating with new policies
- Separate meeting scheduled to review Constitution thoroughly
- Constitution should reference privacy policy and complaints procedures

4. Numbers Lottery Initiative

- Numbers lottery proposal approved unanimously, subject to tax implication verification
- Lottery structure: 60 numbers at £1 each, three prizes totalling £20 per draw
- Draw frequency still being debated; survey will determine resident preferences
- Spin wheel generator built by Zak (Lakes IT Services) ensures completely random, tamper-proof draws
- Council registration required under Gambling Act; £40 annual license fee
- Treasurer Jean to submit gambling license application to local council
- Potential profit: £40 per draw if all 60 numbers sold; £2,000 annually possible
- Rollover not permitted under gambling regulations; unclaimed prizes go to general fund

5. Sainsbury's Community Fund

- Sainsbury's Community Fund of £500 approved for three themed food events
- Fund arriving within four to five days; three-month deadline to spend
- August and September: barbecues with Indian and Chinese themed variations
- October: Halloween buffet or pie night to complete three-event requirement
- Budget £167 per event; current spending typically £100-150 per food event
- Buy first, claim back on receipts; may require bank transfer

6. Website and Social Media

- Website needs refresh: update events, committee photos, and member role badges
- Current Facebook followers: 31; goal to increase engagement and external visibility
- Facebook posts planned for events and updates to reach friends and family externally
- Committee members should review website regularly and promote to residents

7. Monthly Newsletter



- New newsletter template designed with professional layout and multiple sections
- Newsletter sections: meet committee, community news, treasurer's report, recent events
- Residents can propose local community events for newsletter publication
- Treasurer's report section shows fundraising totals and event profitability transparency
- Newsletter printed monthly by Southlake Housing at no cost; two-page format possible
- Distribution: notice board, every lift, laundry room, and resident doors

8. Day Trips

- Day trips requested by residents; feasibility being explored through multiple routes
- Mini-bus option: £60 for two eight-seater buses to Hayes
- Might have a Driver with D1 license willing to drive community minibus for small fee
- Phoenix Centre partner Simone has funded coach trips to markets previously
- Autumn timing preferred (early September to October) when buses quieter and prices lower
- Community minibus pickup points available in Kendal and Ambleside

9. Dining Chairs

- Old lounge dining chairs on asset register; must offer free to residents first
- Resident interest: John wants four; Cecilia wants eight for church (willing to pay for half)
- Maureen interested in one or two chairs for flat exterior seating area
- Unsold chairs can be sold at £10 each; pub potentially interested in purchase

10. Barbecue Replacement

- Current gas barbecue unsafe; falling apart after two years of use
- Replacement budget: £200 maximum; target price £160-180 from Amazon
- Larger barbecue needed with more gas burners for expanded cooking capacity
- £43 collected from recent barbecue donation jar; Friends funds to cover difference

11. Storage Cupboards

- Lounge cupboards reorganised; one spare cupboard designated as IT suite paper storage
- Paper cupboard will store paper, toner, headphones, and IT supplies
- Motion carried unanimously to use spare cupboard for IT suite supplies
- Small cabinet by electronic fire door status unclear; asset register status needs verification by South Lakes Housing



12. Coffee Mornings

- Coffee mornings historically had double attendance; current numbers significantly lower
- Eleven coffee morning regulars voted to continue events and fund community activities
- Glen is inviting external organisations to coffee mornings to increase resident engagement
- Survey to include questions about coffee morning attendance and improvement suggestions
- Social media should emphasise coffee mornings open to residents, friends, and family
- Carers Marion and Hazel regularly attend coffee mornings while on duty

13. Resident Engagement and Events

- Quiz nights popular with residents; could be offered without food component
- Fish and chip nights expensive but popular; previously charged £5.50 Commity, £2.50 residents
- Committee limited to one event monthly to avoid overloading residents and volunteers
- Survey to ask residents about event preferences and frequency desires
- Friends and family involvement encouraged at Saturday afternoon events for increased visits

14. Financial Management

- Jean implementing receipt book system for all expense tracking and transparency
- All spending requires receipts; no reimbursement without documentation
- Committee to determine petty cash threshold; amounts below don't require vote approval
- Excel spreadsheet proposed for accounts to generate instant reports and improve tracking
- Current operating fund approximately £1,100; represents maximum financial risk exposure
- Organization at £4,000 turnover; £5,000 threshold triggers charitable registration requirement
- The AGM/Tea party raised £223.36

15. Banking and Charitable Status

- Bank account needed for funding applications

16. Independence Review



- Southlake Housing conducting independence review of resident services tomorrow
- Scottish consultant conducting review; wants to hear positive and negative feedback
- Seven residents invited including Steve, Suzanne, Margaret, and committee members
- Jeff from Drummer Mir and representative from another property also attending

17. Facilities and Maintenance

- New commercial washing machine arriving; controls may differ from current model
- Glen to print instructions for new washing machine; Diane requested user guidance
- Patio replacement planned; residents to be consulted on stone samples and design
- Patio currently trip hazard; residents advised to be careful until replacement

18. Guest Flat

- Guest flat located on first floor left side, under Glen's flat
- Current rates: £20 per person per night plus £25 cleaning charge
- Two-night stay costs £65 for couple; competitive with Travel Lodge pricing
- Trevor handles cleaning; previously charged £90 per night before rate reduction

19. AGM Follow-up

- Helen raised patio safety concerns; Chris aware of trip hazard issue
- Philip's council payment comment unclear; not documented in AGM minutes
- Residents requested contact with other organisations; no similar groups within Southlake Housing
- Two consultation meetings held before Friends of Birthwaite launch; proposal circulated widely

20. Committee Composition

- Chair Glen re-elected; all other committee members new to their positions
- Treasurer changed to Jean; social secretary is Zak; secretary is Hazel
- New committee members need induction on expectations and operational guidance

Manual notes

No manual notes