

Sawbridgeworth Local History Society
Minutes of meeting held on
Thursday 23 February 2017 10.00 – 1130
at The Sawbridgeworth Town Council Chambers

Present: Chris Catling (CC), Lorraine Carlaw (LC), Chris Finch (CF), Hilary Mathews (HMa), Hazel and David Mead (HM, DM), Gill Munro (GM), Janet and Peter Reed (JPR), John Rider (JR), Terry (TSR) and David Royle (DR), Theo van de Bilt (TB).

1	Apologies from	Action (to be taken)
2	Presentation: from Hatfield Regis History Society (Ivan Cooper and David Parish) on their activities, structure and publications plus prisoner-of-war camp in Hatfield Heath (see hatfieldregislocalhistorysociety.weebly.com). Guests welcome to their meetings (third Tuesday of the month except Jan/Feb/July/August). Noted that they have an archivist and lots of equipment stored in a room in the church. As a result of this presentation time was limited for the rest of the agenda.	All
3	Finance: bank account balance of £284; 13 members, 5 individual. JR encouraged members to circulate membership forms to friends/contacts in a bid to increase membership. Revised grant request to be made to STC for their 27 February meeting to cover scanner and filing cabinet etc. <i>{Grant approved for £250}</i>	HM/DR/All
4	Website: TB and DR met local website designer who has developed website outline and logo which TB showed to the meeting. Unanimous approval but preference for more historical looking scroll in logo background. TB/DR to follow up and further develop site including membership application link.	TB/DR
6	Storage of documents and artefacts: DR confirmed that STC unlikely to have the capacity to spend a lot of time on archiving or archiving training following a recent review of workload; also limited space for an additional filing cabinet. We should as far as possible be independent.	All
7	May Fayre 30 April: agreed this should be for awareness raising purposes and to talk to people about what artefacts, etc. they might have then follow this up. We might borrow STC display panels (CG); DR has made an initial booking with CVS for a space and gazebo. HM to confirm and pay. Preferred location on Square. TB/TSR/CG to meet to finalise details.	DR/HM/CG/TB/TSR
8	Members' reports: Pubs: no progress; Schools: nothing to report; CC spreadsheet shown, slow progress but complicated; HMa spreadsheet also displayed also time consuming to identify addresses.	All
9	2017 meetings: 30 March, 27 April, 25 May, 29 June, 27 July, 31 August, 28 September, 26 October, 7 December. All in the Council Chamber 1000-1130.	All

David Royle 010317