



HPFA Meeting: 6/11/25

ATTENDEES

Karen Crawley
Valentina Csaki
Zoe Nicolaou
Amani Suleyman
Omatayo Osinubi
Sue Czupich
Nick Butcher
Sarah Jenkins
Marita Stavrou

APOLOGIES

Siobhan Sweeney

AGENDA

1. Music Bingo Event

1.1 Ticket Sales and Logistics

The trustees reviewed current ticket sales for the upcoming music bingo event and confirmed logistical arrangements.

Decisions:

- Venue to be set up for 90 attendees
- Refreshment tables and heating to be arranged
- Event promotion to be included in newsletter and social media channels

Actions:

- Valentina to obtain necessary alcohol license
- SC to coordinate venue setup and heating
- Yioda to manage social media promotion

- TO to arrange beverage prices and payment facilities

1.2 Volunteer Coordination

The trustees discussed volunteer requirements for the event.

Actions:

- SJ to circulate volunteer sign-up and ensure adequate coverage
 - Arrangements confirmed for venue access on the day
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2. Upcoming Events

2.1 Winter Concert

The trustees reviewed planning for the winter concert.

Actions:

- SC to confirm event format by 7 November
- VC to obtain alcohol license

2.2 Right to Speak Event

Actions:

- VC to obtain alcohol license
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3. Winter Raffle

3.1 Planning and Prize Coordination

The Trustees discussed the winter raffle, including prize procurement and promotional strategy.

Decisions:

- Raffle to be administered through online platform
- Promotional materials to acknowledge prize donors

Actions:

- SJ to set up raffle platform and coordinate with prize management
 - Yioda to create promotional flyer and donor acknowledgement materials
 - ZN to manage prize preparation and liaise with donors
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4. Fundraising and Sponsorship

The trustees discussed potential approaches to local businesses for donations and event sponsorship.

Actions:

- KC to contact potential sponsors
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5. Treasury updates on 6.11.2025

5.1 Charity Commission

- Removed: Joanne Howlett and Felicia Fekemezuma
- Added Zoe Nicolaou Claire St John, Marita Stavrou and Amani Suleyman

The Annual Report was submitted on 27/10/2025.

5.2 Licences

- The 2025/2026 gambling license has been paid and sent to Enfield Council on 27 October 2025. Confirmation received. (VC)
- Alcohol license for Bingo Night paid and sent to Enfield Council on 27/10/2025. Confirmation received. (VC)
- Alcohol license for Black History Event paid and sent on 7/11/2025. Confirmation received. (VC)
- Marita will pay and submit the alcohol licence for the Winter concert.

5.3 Bank

- KC will contact Barclays for online access.
- £8,251.93

Administration

Actions:

- SJ to circulate meeting notes and event reminders to all Trustees
 - NB to provide financial documentation to Valentina for reimbursement
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Date of Next Meeting: To be confirmed

Minutes prepared by: SJ