



**MEETING MINUTES**

**The Parks Community Association Meeting**

25<sup>th</sup> October 2016  
8.15pm  
TPCC

**PRESENT:** Martin Reilly (MR) TPCA CHAIR  
Becky Bird (BB) TPCA COMMS  
Graeme Smilie (GS) Committee Member  
Tony Roberts (TR) Community Member

**APOLOGIES:** Amy Chapman (AC) TPCA SECRETARY  
Emma Walker (EW) TPCA TREASURER  
Paul Regan (PR) TPCA Committee Member  
Anna Regan (AR) Committee Member  
Lesley Doyle (LD) Community Devt Officer, BFC  
Elaine White (EWh) TPCA VICE CHAIR  
Darren White (DW) TPCA VICE CHAIR

I.	<b>Welcome and introductions</b> Apologies were noted.	<b>Action</b>
2.	<b>Minutes of the last meeting &amp; Matters Arising:</b> <ul style="list-style-type: none"> <li>• Actions updated below</li> <li>• Matters arising will come up in the minutes</li> <li>• Noted that the AGM minutes should be online</li> </ul>	<b>BB</b>
3.	<b>Update on Community Centre:</b> <ol style="list-style-type: none"> <li>1. <b>Sports facilities/Pavilion</b> <ul style="list-style-type: none"> <li>• No Update</li> </ul> </li> <li>2. <b>MUGA / tennis courts:</b> <ul style="list-style-type: none"> <li>• MUGA Lights have been remedied</li> </ul> </li> <li>3. <b>Defects Period/snagging list for community centre:</b> <ul style="list-style-type: none"> <li>• Still no operation manuals</li> <li>• MR has met to arrange some repairs- ongoing</li> </ul> </li> </ol>	<b>LD</b>
4.	<b>Update from Committee Members:</b> <ol style="list-style-type: none"> <li>1. <b>NONE</b> <ul style="list-style-type: none"> <li>•</li> </ul> </li> </ol>	

5.	<p><b>AOB:</b></p> <ol style="list-style-type: none"> <li>1. BFC health and safety audit conducted and LD was to arrange testing of fire alarm and water systems. <ol style="list-style-type: none"> <li>a. <b>ACTION:</b> MR to Chase Lesley for updates on all of the above</li> </ol> </li>   <li>2. <b>Mondays:</b> Edwards CIRCUITS has cancelled so EW &amp; AC will go back over those who have expressed an interest in Mondays from the start and we hope to fill this ASAP. <ol style="list-style-type: none"> <li>a. MR has been open to showing interested parties around site. MR also discussed with all re: making sure that whatever group is offered the space is appropriate to requirements and suits the needs (as learnt from the centres year experience).</li> <li>b. <b>ACTION:</b> GS to check with Waze and Mosaic if they have any interest in the spare slot on Monday evening before martial arts.</li> </ol> </li>   <li>3. <b>Centre closing time:</b> all discussed 9pm close. <b>ACTION:</b> Will update hiring agreement as below: <ol style="list-style-type: none"> <li>a. Association Hosted Community Events until 11pm</li> <li>b. Private parties 9pm</li> <li>c. For community events there will be a team of people (or more than one!) on hand should something happen who can deal with it.</li> <li>d. No BBQs in garden</li> <li>e. All bouncy castles need to be approved and supervised</li> <li>f. No fireworks anywhere at all on the community centre grounds</li> <li>g. Re: rubbish, £10 maximum for five bags – all other rubbish needs to be removed.</li> </ol> </li>   <li>4. <b>14 day lead time:</b> All agreed that the 14 day response time is appropriate for a group led by volunteers. <ol style="list-style-type: none"> <li>a. <b>ACTION:</b> GS to confirm wording on auto responder &amp; confirm with AH</li> <li>b. <b>ACTION:</b> AC to amend the hiring agreement</li> </ol> </li>   <li>5. <b>Pre-school:</b> <ol style="list-style-type: none"> <li>a. Feedback re: pre-school, have had no noise complaints.</li> <li>b. Potentially speed they drive down Gibson drive to get to the centre.</li> <li>c. <b>ACTION:</b> to ask Hayley to remind people to drive slowly when driving on the estate. Had comments from neighbours re drivers who are running late driving at high speeds. <b>(MARTIN - completed)</b></li> <li>d. <b>ACTION:</b> Check team messaging for details of paving for shed and go ahead.</li> </ol> </li>   <li>6. <b>Air con:</b> <ol style="list-style-type: none"> <li>a. <b>ACTION:</b> to ask re: contact at the council re air con systems. Who? What?</li> <li>b. Over capacity on air con can mean units run lower/slower and reduce noise.</li> <li>c. <b>ACTION:</b> MR to try and get in touch with company that installed the current ventilation, which might make things easier.</li> </ol> </li>   <li>7. <b>Cleaning;</b> <ol style="list-style-type: none"> <li>a. <b>ACTION:</b> to check with Paul if he would be happy doing a monthly deep-clean with a more in depth list. E.g. skirting boards, windows etc</li> <li>b. Spring clean day/event in the community centre next year. Easter from (Fri 31<sup>st</sup> March – Wed 19<sup>th</sup> April). Do painting maintenance when centre less used?</li> </ol> </li>   <li>8. <b>Expenditure:</b> <ol style="list-style-type: none"> <li>a. Replace the smoking bucket with a wall mounted unit.</li> <li>b. Cleaning cupboard, struggling with space so would like to buy some wire racking.</li> <li>c. Need to get a RECYCLING BIN for the kitchen as rubbish for disposal is always general waste as people are not aware recycling is an option.</li> <li>d. <b>ACTION:</b> Put important hirer info in the “Your responsibilities” heading at the top of the hiring agreement so it is highlighted to hirers.</li> <li>e. All expenditure voted and approved (whiteboard for the office voted &amp; approved)</li> <li>f. <b>ACTION:</b> MR to purchase and deliver as detailed above.</li> </ol> </li>   <li>9. <b>Charity accounts</b> need to go on the website. <ol style="list-style-type: none"> <li>a. <b>ACTION:</b> Elaine to contact AC &amp; EW for an evening she can get in touch.</li> </ol> </li> </ol>	<p>MR</p> <p>GS</p> <p>AC</p> <p>GS AC</p> <p>MR</p> <p>GS</p> <p>AH</p> <p>MR</p> <p>MR</p> <p>AC</p> <p>MR</p> <p>EWh</p> <p>AR</p>
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**6. Next Meeting:**

Agreed for Thursday 17<sup>th</sup> of November for next meeting – **7.30pm** at the Community Centre meeting room.