

MINUTES

MEETING NAME: The Parks Community Association

MEETING DATE AND TIME: 18th March 2014, 7.30pm

PRESENT: Councillor Trevor Kensall (Cllr TK)
Councillor Chris Turrell (Cllr CT)
Lesley Doyle (LD)
Paul Regan (PR)
Martin Reilly (MR)
Edd Soole (ES)
Elaine White (EWh)
Sandra Bisharah (SB)
Nasib Bisharah (NB)
Paula Grose (PG)

APOLOGIES: Emma Walker (EW)
Amy Chapman (AC)
Councillor Shelagh Pile (Cllr SP)

1.	Welcome and introductions Apologies were noted.	Action
2.	<p>Minutes of the last meeting & Matters Arising The minutes of the last meeting were correct. Updates on the actions:</p> <ul style="list-style-type: none"> ▪ <u>Website</u>; MR to add some photos to website ▪ <u>Contractor issues</u>: MR fed back that he does not have a copy of the Letter from Fenton. ES said he may have a copy. Lesley advised that a new letter from Fenton would be out shortly. ▪ <u>MOD Site use</u>: PR fed back that at this time there are lots of obstacles and that use of this venue would not be a possibility ▪ <u>Online Survey</u>: All people who enquired about helping on the survey were passed to AC and EW – MR Advised he would contact EW/AC to see if he could help. ▪ <u>To Do List</u>: LD sent this to AC/EW ▪ <u>Inaugral General Meeting</u>: LD has booked this at Ranelagh on 30th April at 7.30pm ▪ <u>Advertising</u>: Still needs action to get the word out. ▪ <u>Colour Choices</u>: Choices have been made and LD has informed the contractor ▪ <u>CCTV</u>: Is in plan – dependant on costing. LD to chase costs from contractor 	<p>MR</p> <p>LD</p> <p>LD ES/MR</p> <p>MR AC/EW</p> <p>ALL</p> <p>LD</p>
3.	<p>Update on Community Centre/Sports Pavilion</p> <ul style="list-style-type: none"> ▪ LD reported that at a meeting with Fenton and Taylor Wimpey's liason company that a new date for completion will be 8/8 due to the bad weather. A 20 day extension has been requested ▪ Drainage work is still ongoing, with plans to add drainage alongside and behind the community centre. ▪ LD has given choices for paint, floors and kitchen to Fenton ▪ LD has given Fenton the details of the electric car charging points. A scheme going 	

	<p>live on 11th April to provide pay as you go spots may help with funds for these spaces.</p> <ul style="list-style-type: none"> ▪ Change of floor from the light grey to dark grey has been submitted to Fenton by LD ▪ LD to bring planting plan to next meeting. 	
4.	<p>Community Neighbourhood Survey</p> <ul style="list-style-type: none"> ▪ Survey is now closed. 110 returns which is a 22% return rate. ▪ LD now working on a full report and to have it ready by inaugural general meeting. ▪ Summary : People think it is a good addition to the community <ul style="list-style-type: none"> Uses include Sport/Arts /Craft Community Cafe Private Hire ▪ MR asked for prelim copy to be sent out. LD to do this 	
5.	<p>Next Steps</p> <ul style="list-style-type: none"> ▪ Hiring agreement needs to be agreed prior to opening. LD can get copies for us to adopt/change as seen fit ▪ Standing orders need setting up: these are procedures relating to the constitution allowing decisions to be made properly ▪ Policies to be adopted: We need to look at Child Protection – Ewh and PG to look at these. As well as others and risk assessments for hirers. ▪ First aiders, first aid kit and accident reporting also need looking into. ▪ Data protection: TK asked if Centre will come under BFC for data protection or do we need to register ourselves. 	<p>EWh/PG</p> <p>ALL</p>
6	<p>IGM</p> <ul style="list-style-type: none"> ▪ Date set for 30th April at 7.30pm at Ranelagh School ▪ We need to take nominations for committee members. Sending forms to interested parties for them to put themselves forward. You can also apply if your not coming to the meeting. Roles can be shared but the Chair should be 1 person. ▪ ES asked for roles LD to send out ▪ LD asked if anyone would like to chair the meeting ▪ TK advised he was happy to address the IGM as an introduction ▪ LD asked for some words to be sorted on what was going to be said at the IGM. ▪ PR asked if speaking to Jennets park to see how they work would be helpful. LD suggested talking to other CA's aswell. ▪ Parks and countryside will try attend the next meeting to advise on how the sports pitches etc would be managed. ▪ TK asked for another meeting prior to the IGM to sort possible roles. 22nd or 23rd April put forward as dates. 	
7.	<p>AOB None</p>	
8	<p>Next Meeting 22nd/23rd April Coopers Hill before IGM on 30th April.</p>	LD