



MINUTES

MEETING NAME: The Parks Community Association

MEETING DATE AND TIME: 10th June 2014, 7.30pm

PRESENT: Amy Chapman (AC) SECRETARY
Councillor Chris Turrell (Cllr CT)
Fay McGrath (FM)
Becky Bird (BB)
Steph Neumann (SN)
Emma Walker (EW) TREASURER
Lesley Doyle (LD)
Martin Reilly (MR) CHAIR
Sheila Pile (SP)
Elaine White (EWh) VICE CHAIR

APOLOGIES: Anna Regan
Paul Regan
Councillor Trevor Kensall (Cllr TK)

1.	Welcome and introductions Apologies were noted.	Action
2.	Minutes of the last meeting & Matters Arising 22/04/14: The minutes of the last meeting were correct. ACTION UPDATES: <ul style="list-style-type: none"> Petty cash: EW to raise later in the meeting. 30/04/14 AGM: The minutes were agreed as correct with no actions.	NONE
3.	Update on Community Centre/Sports Pavilion <ul style="list-style-type: none"> LD gave an update. Recent site meeting minutes went out via email, but briefly: <ul style="list-style-type: none"> Works to the MUGA has started. The group expressed concerns that the MUGA looks uneven but we will see. Drainage around the MUGA: the revised drawings for the site still haven't come forward. This is still outstanding. <i>ACTION: LD to update ASAP.</i> CCTV: Budget was too expensive (£5k for the wiring only, not including the system. The group agreed at the time that this would be done retrospectively). Claude Fenton were asked to see if they can wire for CCTV in the car park, they have been given vague advice so there is no definitive answer whether this will work. <i>ACTION: LD to update ASAP.</i> Heating: this will no low surface temperature radiators (e.g. safe for kids). Claude Fenton tried to introduce under floor heating, however it was agreed the former was the better choice. Water / Gas / Electricity: there is only one meter for the building. This raises issues for the split between the CA section and the sports 	LD LD

	<p>pavilion. The building will be running for a while and we will have to agree (in writing if necessary) how the bills will be percentage split.</p> <ul style="list-style-type: none"> ○ Security: for the building as a whole. Not split. ○ Solar panels: these will be fitted for the hot water. ○ Plasterboard is impact resistant. <p>Further discussions came up:</p> <ul style="list-style-type: none"> ● Bookings: agreed that we will hope to book the MUGA and facilities, so we have control over that element of the centre. Having control over the pitches etc too (not the maintenance etc as that will be held by the Council) for bookings etc means we can control the activities there. It would also mean we can manage the bills as we would be in charge of the incoming and outgoings cost wise. It will be prudent to know the percentage split for the changing rooms as it will mean we know how much we have coming in and that it covers any share that maintenance may ask from us. <i>ACTION: LD will speak to Richard in Parks and Countryside to get a rough idea for cost for our contribution to maintenance.</i> ● The committee agreed that we would prefer to take ownership of the Lease of the whole building if possible. ● Ownership: the Council will only take ownership of the pitches etc if they are reasonable. So any remedial works...e.g. if the pitches are waterlogged, will need to be done by Taylor Wimpey. ● Ranelagh usage of pitches: expressed an interest in the cricket pitch at least in the evening and possibly the rugby pitch. Ranelagh would like something in writing ASAP, however if we own the lease and management of the pitches, then the school will not take precedence. 	LD
4.	<p>Update from community members</p> <ul style="list-style-type: none"> ▪ See to do list (at the end of the minutes) ▪ LD is completing a grant application for us. Will speak with MR to complete. ▪ Newsletter: Agreed that we would do this further down the line but MR will come up with a 'this is what the building will look like' document. 	ALL MR/LD
5.	<p>Next Steps</p> <ul style="list-style-type: none"> ▪ See above 	
6.	<p>AOB:</p> <p>Before the meeting:</p> <ul style="list-style-type: none"> ● Use of the CC as a polling station: If it is agreed by the Committee, this will be in the lease. We will be paid a nominal fee by the council to make it unavailable for the day. <i>ACTION: LD to double check whether this is a provisional booking or confirmed.</i> ● Use of tennis court space as a 'paddle court' (raised by resident): this was discussed and it was agreed that this is unlikely to be able to be changed. It is likely to be within the legal agreement (to have 2 tennis courts). <i>ACTION: LD to check.</i> <p>Raised:</p> <ul style="list-style-type: none"> ▪ Booking software: EW has looked at facilities for bookings and invoicing. Lots have been for CAs / local councils etc. Looked at options online rather than locally based (e.g. on one computer)...there is a small yearly cost to host this (e.g. £5 per month). <i>ACTION: EW will make an assessment and send to the group.</i> Will ask Ed (the chair at Jennets Park). ▪ Document Storage: AC and EW looked at options to store documents, agreements etc (this can also work behind our website and booking system etc). There are many free and accessible options. <i>ACTION: BB will look into this.</i> ▪ Money: <i>ACTION: LD to see how we are able to spend the grant we are applying for.</i> 	LD LD EW BB LD
7.	<p>Next Meeting</p> <p>Wednesday 9th July 2014 @ 7.30pm Coppers Hill (<i>ACTION: LD to book</i>)</p> <p>It was also agreed the 'in between meeting' would be: Thursday 26th July 2014 @</p>	LD

	7.30pm (at EWh house).	
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TPCA- TO DO LIST

TO DO ASAP			
	ACTION	LAST UPDATE	MOST RECENT UPDATE
1	Elect committee members	Done	
2	Adopt a Constitution	Done	
3	First Annual General Meeting	Done	
4	Open a bank account	EW and I will get into looking at this. From what we can see, we can't prove our annual income of £5000 or more to register as a charity yet, so we will either get a bank account and register with HMRC at a later date / Emma can take a personal account as treasurer and agree with the trustees about the running of it. We'll keep you updated.	<p>10/06/14: EW has investigated and explored various options. It appears that HSBC may be the best option. EW has created a document with financial management for the Treasurer of the Committee to work under. EWh confirms that most banks wont let you register unless you can prove you earn atleast £5k but no more than £100k. All options rely on only the basic accounts being submitted yearly. <i>ACTION: EW to send out the analysis of different banks as well as the Financial rules to work under to set up / own the account.</i> <i>ACTION: EW to check what happens with community account once we are registered- does it just swap? Also, how easy it is to leave if we would like to swap.</i> <i>ACTION: awaiting confirmation from the committee, EW will set up the account.</i> <i>ACTION: LD to chase if we can have £5k grant</i> <i>ACTION: EWh to take charge of finding out about registering with the Charity Commission.</i></p>
5	Hiring Agreements (covering hire rates and terms & conditions of hire etc.)	Draft amended and circulated for feedback	<p>10/06/14: For all of the documents, the group agreed that we would meet one meeting to go through everything. It was also agreed that although we would like a monthly meeting, it would be useful to have meetings to get hands on in-between. <i>ACTION: LD to speak with Richard for a pitches hiring agreement</i> <i>ACTION: LD will give details to us of the charges charged at other centres (e.g. commercial booking, charity booking, personal bookings)</i> Safeguarding: <i>ACTION: LD is currently rewriting the safeguarding policy. Will send to us ASAP.</i> <i>ACTION: Early Years provision. LD will ask the right departments about whether this is something being looked for.</i></p>
6	Agree Standing Orders	Cant do yet	
7	Adopt Health & Safety Policy	Draft amended and circulated for feedback	
8	Adopt Safeguarding Children and Vulnerable Adults Policy	Draft amended and circulated for feedback	
9	Adopt Data Protection Policy	Draft amended and circulated for feedback	
10	Adopt Equal Opportunities Policy	Draft amended and circulated for feedback	
11	Set up mailing list	Emma and I have created an all user mailing list. We also have details on file	<p>10/06/14: EW and AC cant arrange a mailing list. To discuss out of this</p>

		separating those who are businesses and residents when it comes to canvassing for business etc. Martin has created one for the committee too...can you confirm?	meeting.
12	Website	Martin, see above. Can we list the constitution on there please?	10/06/14: MR to list blurb, constitution and the neighbourhood survey.
13	Neighbourhood Survey	Done- Lesley, can we have a copy of the final survey and Martin can then list this information on the website (we will also use it to inform our decisions about activities as time goes on)?	10/06/14: Final copy received and will be listed.
14	Organise and manage a Grand Opening Event	Cant do yet	10/06/14: To do at a later date.

WHEN WE TAKE OVER MANAGEMENT OF THE CENTRE

	ACTION	LAST UPDATE	MOST RECENT UPDATE
1	Public Liability Insurance		
2	Employers Liability Insurance Charity registration		
3	Purchase PRS/PPL licences		
4	Recruitment & Selection of Centre Manager		
5	Recruitment & Selection of Cleaner		
6	Set up office space		