



## MINUTES

**MEETING NAME: The Parks Community Association**

**MEETING DATE AND TIME: 9<sup>th</sup> July 2014, 7.30pm**

**PRESENT:** Amy Chapman (AC) SECRETARY  
 Councillor Chris Turrell (Cllr CT)  
 Becky Bird (BB)  
 Councillor Trevor Kensll (Cllr TK)  
 Emma Walker (EW) TREASURER  
 Lesley Doyle (LD)  
 Martin Reilly (MR) CHAIR

**APOLOGIES:** Elaine White  
 Paul Regan  
 Fay McGrath  
 Steph Neumann  
 Shelagh Pile

1.	<b>Welcome and introductions</b> Apologies were noted.	<b>Action</b>
2.	<b>Minutes of the last meeting &amp; Matters Arising</b>  Minutes accepted as accurate. <ul style="list-style-type: none"> <li>▪ Paddle court usage: LD and the group agreed that if this was required, we would investigate at a later date.</li> <li>▪ Polling station usage: agreed this to be included in the hiring agreement</li> <li>▪ TPCA documents (hiring agreements etc): an interim meeting was held where these were discussed and it was agreed that while we have time we will continue to assess these and agree at the next meeting. LD, MR and EWh met on another occasion to agree a few questions arising from our interim meeting, EWh to distribute this / discuss this before / at the next meeting.</li> </ul>	
3.	<b>Update on Community Centre/Sports Pavilion</b> <ul style="list-style-type: none"> <li>▪ LD gave an update.</li> <li>▪ Recent site meeting (17<sup>th</sup> June 2014) minutes went out via email, but briefly:             <ul style="list-style-type: none"> <li>○ Claude Fenton have forecast a new completion date of 22<sup>nd</sup> August. This delay is due to a redesign of the heating system (under floor heating only in the changing rooms now).</li> <li>○ Some of the windows appear to have been fitted.</li> <li>○ MUGA work is ongoing. LD can confirm that there is a slight incline on the site to encourage drainage. LD informed the group that the Parks and Countryside Team appear happy with the site. <i>ACTION: LD to double check with Parks and Countryside.</i></li> <li>○ LD had an electrical / mechanical team visit the site and has heard nothing back. We hope this is good news!</li> <li>○ Claude Fenton have added some additional land drainage around the MUGA.</li> <li>○ CCTV can be done retrospectively. As discussed at the last meeting, the £5k 'budget' that was understood by the group to be for CCTV, this</li> </ul> </li> </ul>	<b>LD</b>

	<p>was money being looked for by BFC, however, this is not available.</p> <ul style="list-style-type: none"> <li>○ Water / Gas / Electricity: there is only one meter for the building. LD spoke with the engineer and he doesn't think there will be any problem in fitting a heat meter / other meters to the other meters. This will tell us how many units we have used for each section of the building and will provide a lower cost solution to having separate metering.</li> <li>○ Land transfer: whilst the centre may be ready, it may be that we are delayed by the land transfer.</li> <li>○ Lease: if BFC cannot complete a Lease Agreement with us in time for taking on the building / sports pavilion, we will start on a hiring agreement. This allows us to 'test' how we manage both areas of the centre, and if it isn't working, make the amendments to the lease before we sign it.</li> <li>○ Equipment at the centre: LD will chase this; it is likely TPCA will have to budget and source these ourselves.</li> <li>○ Ranelagh school use of the sports pitches: Parks and Countryside are meeting with the school in October, and members of the TPCA will be there to discuss. Initial indications show that Rugby, cricket, football etc pitches would be required a couple of afternoons a week. To update after the meeting. EW expressed concern over the state of the pitches – TW will have to get these up to standard and its likely that they wont be ready at the inception of our ownership of the centre.</li> </ul>	<b>LD</b>
<b>4.</b>	<p><b>Update from community members</b></p> <ul style="list-style-type: none"> <li>▪ Bank Account: EW set up with HSBC. This is just in the process of being confirmed. LD will be provided with the account details ASAP.</li> <li>▪ Documents: All in the process. EWh will provide details of the finer points required for these documents at a later date.</li> <li>▪ MR is half way through a document to provide to potential hirers about the building and what we intend to provide. We hope to send this out ASAP.</li> <li>▪ Logo: EW speaking with a local resident who will hopefully provide us with all of this. To update at the next meeting. <i>ACTION: EW update</i></li> <li>▪ Website: MR has updated the website with details of the committee members but will meet with BB to discuss this developing further.</li> <li>▪ Grant: LD confirmed that we are definitely getting a £5k grant. Terms and Conditions have been drawn and are being confirmed by management. LD will send to us ASAP.</li> <li>▪ Thames Valley Housing Charity: EW and AC made an application for funding and this will be assessed at Panel on 21<sup>st</sup> July. <i>ACTION: EW and AC to update as and when.</i></li> </ul>	<b>EW</b> <b>BB/MR</b> <b>LD</b> <b>AC/EW</b>
<b>5.</b>	<p><b>Next Steps</b></p> <ul style="list-style-type: none"> <li>▪ N/A</li> </ul>	
<b>6.</b>	<p><b>AOB:</b></p> <ul style="list-style-type: none"> <li>▪ Tennis courts: there is no progress. Hopefully there will be action soon. <i>ACTION: LD will check to see.</i></li> <li>▪ Booking software: BB has contacted one agency to see what they can provide. Still investigating and will update. <i>ACTION: BB update</i></li> <li>▪ Name for the sports centre (the Community Centre is called the 'Community Centre'): A suggestion was The Parks Ramslade Pavilion, this was raised by the Parks and Countryside Team. Potential suggestions were: <ul style="list-style-type: none"> <li>○ 'The Ramslade Hall' at The Parks</li> <li>○ Brookham House was the name of the Dance Hall belonging to the Site which could be an option for the meeting room</li> <li>○ 'The Parks Pavilion'</li> </ul> <p>Perhaps use the name 'Ramslade' inside, potentially the name of the meeting room? MR to send an email to Committee Members to agree. MR will then contact Alan Wilson to let him know the decision in LD absence.</p> </li> </ul>	<b>LD</b> <b>BB</b> <b>MR</b>
<b>7.</b>	<p><b>Next Meeting</b> Thursday 14<sup>th</sup> August 2014 @ 7.30pm Coppers Hill (<i>ACTION: LD to book</i>)</p>	<b>LD</b>

	<b>It was also agreed the 'in between meeting' would be: 15<sup>th</sup> July 2014 @ 7.30pm.</b>	
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**TPCA- TO DO LIST**

<b>TO DO ASAP</b>			
	<b>ACTION</b>	<b>LAST UPDATE</b>	<b>MOST RECENT UPDATE</b>
1	Elect committee members	Done	
2	Adopt a Constitution	Done	
3	First Annual General Meeting	Done	
4	Open a bank account	<p><b>10/06/14:</b>            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>	<p><b>09/07/14:</b>            Done</p>
5	Hiring Agreements (covering hire rates and terms & conditions of hire etc.)	<p><b>10/06/14:</b>            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</p>	<p><b>09/07/14:</b>            Updating and to agree at the next meeting.</p>
6	Agree Standing Orders		
7	Adopt Health & Safety Policy		
8	Adopt Safeguarding Children and		

	Vulnerable Adults Policy	<p>would like a monthly meeting, it would be useful to have meetings to get hands on in-between.</p> <p><i>ACTION: LD to speak with Richard for a pitches hiring agreement</i></p> <p><i>ACTION: LD will give details to us of the charges charged at other centres (e.g. commercial booking, charity booking, personal bookings)</i></p> <p><i>Safeguarding: ACTION: LD is currently rewriting the safeguarding policy. Will send to us ASAP.</i></p> <p><i>ACTION: Early Years provision. LD will ask the right departments about whether this is something being looked for.</i></p>	
9	Adopt Data Protection Policy		
10	Adopt Equal Opportunities Policy		
11	Set up mailing list	<p><b>10/06/14:</b> EW and AC cant arrange a mailing list. To discuss out of this meeting.</p>	<p><b>09/07/14:</b> Done</p>
12	Website	<p><b>10/06/14:</b> MR to list blurb, constitution and the neighbourhood survey.</p>	<p><b>09/07/14:</b> MR updating with BB support.</p>
13	Neighbourhood Survey	<p><b>10/06/14:</b> Final copy received and will be listed.</p>	<p><b>09/07/14:</b> Done</p>
14	Organise and manage a Grand Opening Event	<p><b>10/06/14:</b> To do at a later date.</p>	<p><b>09/07/14:</b> AP expressed an interest in being involved as do TW. First step would be to meet and discuss.</p>

**WHEN WE TAKE OVER MANAGEMENT OF THE CENTRE**

	<b>ACTION</b>	<b>LAST UPDATE</b>	<b>MOST RECENT UPDATE</b>
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		

