

MINUTES

MEETING NAME: The Parks Community Association INTERIM MEETING

MEETING DATE AND TIME: 15th January 2014, 7.30pm

PRESENT: Emma Walker (EW)
Amy Chapman (AC)
Martin Reilly (MR)
Elaine White (EWh)
Becky Bird (BB)

General Discussion		Action
	<p>This meeting was to agree a few outstanding issues as follows:</p> <ul style="list-style-type: none"> • Lesley confirmed the centre would be £200 per year rent payable to BFC • The grant of £5k agreed (was for a part time centre manager and wages...did include software too). We await confirmation of when we will receive this etc. • Slippage in the build takes the completion date to 22nd august • Charity registration accept our constitution as our commanding document – this was in question for EWh. The registration is in process. • Volunteers – there was a question about how we employ volunteers (there was information in our health and safety documents etc). Lesley confirmed that we as an association employ them. We have to register volunteers with HMRC which we can do online. • DBS checks - £12 Lesley double checking (will check if we can transfer ours). We will have to pay for our own checks, though we may not need them as only people running groups etc, will be working with children etc. Any groups with children will never be managed by us as TPCS volunteers. • Sports pitches booking form given to us – they're booked seasonally. Book for a season so we know in advance. AC to amend the booking form to be consistent with our other forms • Car park barrier – there wont be one. 43 spaces, +2 disabled. Martin raise it with parks and countryside • Bins –at our cost. 1 green and 1 blue would cost £8.53 for council to collect. No bin storage. We will need to pay for somewhere to hide / store. • Garden – this will be locked. The domestic bins could be stored there??? Could we get everyone to take their own waste with them and point out that the recycling facility is there but not tell them to use it. Amy add to the hiring agreement. • Smoking bins / area – none provided. We can designate an area in our documents. Amy to add to hiring agreement. • Contents: table chairs, cooker, microwave, dishwasher, fridge are provided. The little kitchen will likely just have a microwave and fridge. We need to buy: crockery, cutlery, all small appliances. All need to be PAT tested. At our expense. Amy add that any electronic items have to be PAT tested to the hiring agreement. AC and EW to also create a contract list and list of items to buy. • PHS bins – sanitary bins and nappy bins will be our cost. Baby change unit will be in the toilets not the disabled toilet. • First aid kits we have to order ourselves. • Fire extinguishers will be provided. The monitoring will be at our cost. • Main alarm – will be serviced by the council. There isn't a monthly cost for the fire / security alarm as they aren't linked to anything. Will the alarm phone a designated number? Ask Lesley. We need the fire log book. • Boiler servicing and electrical servicing are the council. The 5 yearly checks. 	<p></p> <p>AC</p> <p>MR</p> <p>AC</p> <p>AC</p> <p>AC / EW</p> <p>AC</p> <p>MR</p>

	<ul style="list-style-type: none"> • It was agreed that it would be good to go to Jennets Park and see how they are set up. MR to arrange. • CCTV – Martins neighbor ‘does’ CCTV so would be able to do for cost. We can certainly investigate this when we are in the property. • Wifi – BT will have to connect. Talk Talk appears to be quite cheap. Martin and Becky will look into it. • Security roller shutters – the plans had electrical ones at each window. Ask Lesley to confirm. • Storage space – lots of people said they’d want it. We would need to explore space divisions. • Booking software – booking dialogue never got back to Becky. Will hopefully update asap. Jennets park have hallmaster - £130 without and £180 with invoicing. Becky investigating. • Naming of the building and the rooms. The rooms isn’t urgent (this can be decided later)...it’s the sports changing part of the centre that needs to be named. Agreed that our preference is that its not Ramslade pavilion...If anything ‘The Parks Community Centre and Pavilion’. Explain that we plan to use Ramslade in the building etc. MR to notify to relevant parties. • Banking – Elaine still to confirm her details and then hopefully done. Then the grant can be paid. • Grand opening – TW want to be involved in the grand opening. We could ask for them to provide us with stuff and fund the entire event. We will start thinking about this later on when the building is more complete. 	<p>MR / BB AC</p> <p>BB</p> <p>MR</p>
--	---	--