



MINUTES

MEETING NAME: The Parks Community Association

MEETING DATE AND TIME: 14th August 2014, 7.30pm

PRESENT: Amy Chapman (AC) SECRETARY
 Councillor Trevor Kensll (Cllr TK)
 Emma Walker (EW) TREASURER
 Lesley Doyle (LD)
 Martin Reilly (MR) CHAIR
 Paul Regan (PR)
 Anna Regan (AR)
 Councillor Shelagh Pile (Cllr SP)
 Becky Bird (BB)

APOLOGIES: Councillor Chris Turrell (Cllr CT)

1.	Welcome and introductions Apologies were noted.	Action
2.	<p>Minutes of the last meeting & Matters Arising</p> <p>Minutes accepted as accurate.</p> <p>LD updates:</p> <ul style="list-style-type: none"> • MUGA – has been told that it is ok. Parks and Countryside said it is flat. • Has been inside and it looks very nice!! • Toilet colours were agreed – greys for the ladies and red for the gents. • Current completion date is 29th August 2014. Handover meeting is 10th September 2014 – LD trying to arrange a legal meeting etc with their legal team as it will be later than this that we take ownership. LD – will get a firmer date. Clerk of works will do the snagging list the week before. Colleagues from the mechanical and servicing team will be shown around before handover as well so they know how to deal with the equipment and building etc. <i>ACTION: LD to update when we will take ownership of the building.</i> • MUGA and Tennis courts are likely not to be completed until the very end of the build. Due in the main to their location. • Ground works for the garden is ongoing – walls in but the fencing is not yet. • LD discussing gates and signage this week. The Pavilion will have a smaller sign round the corner near the side entrance. As for names inside – we can agree this at a later date. • Solar hot water system – you can sign up to a renewable heat scheme where you sell the energy back to the energy company. <i>ACTION: LD to go to Claude Fenton to pass on to us the information so we can sign up ASAP.</i> • Bike racks have gone in – has a cover over it to keep the bikes dry. • Phone line is installed but we have to set up etc when we move in. • Gas and electric is being signed up to by BFC (preferred suppliers) and this will then be taken over by us. • Principal building surveyor Darren Burgess said the building was up to a good standard. • Visit – would be nice for the CA to look around. Perhaps coincided with the 	<p></p> <p style="text-align: center;">LD</p> <p style="text-align: center;">LD</p>

	<p>hand over date. <i>ACTION: LD to ask if we can be involved.</i></p> <ul style="list-style-type: none"> Groundwater in the car park is much better. It is pooling a bit on the tennis court but currently isn't cascading through the site and onto Typhoon Close. Thanks to be passed onto Fenton. 	LD
3.	<p>Update on Community Centre/Sports Pavilion</p> <ul style="list-style-type: none"> Dealt with as above Chairs and Furniture – Agreed to have grey chairs and tables and red/blue/green tables and chairs for the kids. Asked about different chairs for the meeting rooms, likely we will have to source these at a later date. Fenton have provided a list of items included – <i>ACTION: LD to send details of included equipment.</i> Hiring agreement for us hiring from BFC is almost complete. We will need to have public liability and employers insurance in place to sign this. <i>ACTION: LD to look into this for us and let us know.</i> 	LD LD
4.	<p>Update from community members</p> <ul style="list-style-type: none"> Bank Account: All processed. Documents: LD will get a more up to date copy of the pitches hiring agreement and will send to us. LD has also re written the new safeguarding policy and will send out as soon as possible. We have agreed that the date for comments will be the next meeting – the dates / numbers etc will be reviewed once we know more about the building. <i>ACTION: all to review the policies on Dropbox.</i> Website – MR and BB to meet up Logo: EW to update at next meeting. Grant: LD has the conditions of the grant. Will email. <i>ACTION: LD to send out to the group.</i> Thames Valley Housing Charity: Notification received that we wont be receiving funds this year but our application will be moved to the next panel. 	LD ALL MR / BB EW LD
5.	<p>Next Steps</p> <ul style="list-style-type: none"> N/A 	
6.	<p>AOB:</p> <ul style="list-style-type: none"> Pre school based at the Centre: LD spoke to Cherry Hall. There is a pre school who currently rent at the leisure centre. They are looking at potentially moving as this may not be sustainable at the current location. They want 5 mornings a week (8-12.30 perhaps?). A lunch club is also provided so the centre would be free from 1.30pm onwards. Though this could be negotiable. The pre school will be at the sports centre until July next year though they would like to move earlier. The group discussed about the clientele being from the local area etc. Also, we know little about the usage of the space yet. LD will chase to see the number of children from The Parks. The group agreed that we would like to give it time before we make this type of decision. If we wait until February 2015 which is a break time for them and assess how we are going booking wise. LD to notify Cherry and we will revisit this at a later date. Alcohol Licence: we haven't got one at the moment but we can apply for one if we want to SELL alcohol. If you would like to bring alcohol to a party – there is no issue with this. The person hiring the hall can apply for a TEN. The CA can have 10-15 of these a year. Recycling point: PR asked if we can have a sign to request no 'early morning recycling'. E.g. requesting no recycling before 10am on a Saturday / Sunday etc. Can Claude Fenton do this? Parks and Countryside / The Recycling Team are responsible for this part of the works – LD advised PR to approach Alan Pitt and ask if this can be done / when it is adopted, ask the recycling team. LD also suggested in our booking agreements that they would recycle not late at night / put in a box and we will recycle them. PR will speak with Alan and say the CA and RA are happy to have this – can he assist. Planting: Will there be any more planting between Nicholson Drive and Typhoon Close and the Tennis Courts? The building looks nice but the plants don't look well. <i>ACTION: LD to raise with Claude Fenton / Alan Pitt.</i> 	LD PR LD

	<ul style="list-style-type: none"> ▪ The Garden: what will be planted. There will potentially be grass. <i>ACTION: LD to chase this up.</i> ▪ Footpaths: The works to connect this to Ralphs Ride is starting. SP will chase this up. 	<p>LD</p> <p>SP</p>
7.	<p>Next Meeting 2nd September 2014 @ 7.30pm Coopers Hill (<i>ACTION: LD to book</i>)</p> <p>It was also agreed an 'in between meeting' would be arranged if required.</p>	LD

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	09/07/14: Done	14/08/14: Sent draft of rules and regulations. As soon as that is received they will confirm the cards and signatories etc. Will update at next meeting.
5	Hiring Agreements (covering hire rates and terms & conditions of hire etc.)	09/07/14: Updating and to agree at the next meeting.	14/08/14: LD will get a more up to date copy of the pitches hiring agreement and will send to us. LD has re written the new safeguarding policy and will send out as soon as possible.
6	Agree Standing Orders		
7	Adopt Health & Safety Policy		
8	Adopt Safeguarding Children and Vulnerable Adults Policy		
9	Adopt Data Protection Policy		
10	Adopt Equal Opportunities Policy		
11	Set up mailing list	09/07/14: Done	
12	Website	09/07/14: MR updating with BB support.	14/08/14: As before
13	Neighbourhood Survey	09/07/14: Done	
14	Organise and manage a Grand Opening Event	10/06/14: To do at a later date.	14/08/14: MR will contact TW to arrange and discuss how we move forward.
15	Booking software		14/08/14: Booking software: nobody got back to BB. JP have something that is functional but not stylish. Will still look into it. Agreed we will work on excel until we find the perfect solution.
16	Logo		14/08/14: EW to update
WHEN WE TAKE OVER MANAGEMENT OF THE CENTRE			
	ACTION	LAST UPDATE	MOST RECENT UPDATE
1	Public Liability Insurance		14/08/14: Needed to sign the hiring agreement. LD to update us with some

			useful information.
2	Employers Liability Insurance Charity registration		14/08/14: Needed to sign the hiring agreement. LD to update us with some useful information.
3	Purchase PRS/PPL licences		14/08/14: MR aware of this.
4	Recruitment & Selection of Centre Manager		14/08/14: The proposal is that we don't write up a JD etc until we have an idea of what this entails. MR has heard that there are discussions about potentially job sharing a post at another community centre post. We will initially like to manage this in house but can certainly discuss at a later date.
5	Recruitment & Selection of Cleaner		14/08/14: The proposal is that we don't write up a JD etc until we have an idea of what this entails.
6	Set up office space		14/08/14: Contact Involve (used to be Bracknell Forest Voluntary Action) for office equipment and free training etc. MR has seen this – we will keep up to date with this.