



MINUTES

MEETING NAME: The Parks Community Association

MEETING DATE AND TIME: 2nd September, 7.30pm

PRESENT: Amy Chapman (AC) SECRETARY
Councillor Trevor Kensall (Cllr TK)
Emma Walker (EW) TREASURER
Lesley Doyle (LD)
Martin Reilly (MR) CHAIR
Councillor Shelagh Pile (Cllr SP)
Councillor Chris Turrell (Cllr CT)

APOLOGIES: Paul Regan (PR)
Anna Regan (AR)
Becky Bird (BB)
Stephanie Neumann (SN)

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"> • Has met with the solicitor dealing with the transfer (Helen Brewster) – they have looked at the legal agreement and its TW who have to create all of the documentation. Helen is liaising with TW solicitors to bring this forward. LD and Richard from Parks and Countryside are working with her on this to make sure the council are getting what they should from Taylor Wimpey. It's likely to take a couple of months after the handover. • Renewable heat scheme: LD spoke with Claude Fenton and has all of the information and checked that BFC are happy for the CA to receive the feedback tariff for this ...however, it costs £1200 to sign up to the scheme and have the meter fitted. +Alan Pitt has agreed to cover this cost. <i>ACTION: LD to chase for us</i> • LD has confirmed that we will be allowed to visit before the handover meeting and this information has been sent out to the group. • LD sent details of equipment included at the property. • LD is still working on the lease and hiring agreements but we will get those ASAP. • LD also gave the group details of the companies used for their public liability and employment insurance. It is likely to be £400-£500 a year for this. <i>ACTION: MR is taking this away and looking into it.</i> • LD will send us the up to date hiring agreement once it has been agreed. AC to make no further changes to the hiring agreement until this is forwarded to us. <i>ACTION: LD to chase.</i> • MR and BB met re: the website. BB is now the lead for the website. • LD sent through the grant conditions which are now held on file. <i>ACTION:</i> 	<p>LD</p> <p>MR</p> <p>LD</p> <p>MR/EW/AC</p>

	<p><i>MR to sign and return to LD. AC and EW to create and invoice for LD for the £5000 so this can be sent to our bank account.</i></p> <ul style="list-style-type: none"> • LD notified the pre school about our intentions from the last meeting. • Recycling signage: to revisit next time PR is available. • Gardening / landscaping around the building looking onto Typhoon Close: these are on the plans and this will / should go ahead. We will keep an eye on it. • Garden area: LD confirmed that this will be grass. • Footpath work to Harmanswater: this is all on the move and positively. It is promised to be tarmac so we will all have to keep an eye on it. Also, the gate at the end is in discussion at the end of the path. • Kids tables: there didn't sound to be any problems with the colours of the tables and chairs that the group decided last meeting. 	PR
3.	<p>Update on Community Centre/Sports Pavilion</p> <ul style="list-style-type: none"> ▪ Dealt with as above ▪ LD hasn't had another site meeting. There are suggestions that they may not be complete on the 10th September (though our viewing will still go ahead). The kitchen etc is laid....we just have to wait and see. 	
4.	<p>Update from community members</p> <ul style="list-style-type: none"> ▪ Bank account: done. Waiting to collect details from the bank in the post. Will update as and when. ▪ Logo: we all discussed and will give feedback and bring to the next meeting / agree through email. ▪ SP update: NAG update is Thursday morning. Road Safety meeting 17th October where there will be a Road Safety meeting. ▪ No other updates. ▪ MR had contact from Easthampstead and Wildridings community centre to encourage a visit to their facilities. Got details for the Treasurer which was useful – she shared a list of charges which was useful. <i>ACTION: LD to ask the other centres their charges will forward information to us.</i> ▪ MR updated re: the information sheet for the centre. <i>ACTION: MR to share.</i> ▪ MR has signed us up to a '3' account for £7 a month. 200 minutes and a high number of texts. EWh said that her husband works for 3 so will see if there is a better deal. The phone number will appear in our documentation – and there will be an answer phone message. MR will hold this for the time being, and we will arrange 'cover' if needed. ▪ Insurance: details have been provided and MR to review as listed above. 	LD MR
5.	<p>Logo and branding</p> <ul style="list-style-type: none"> ▪ See above 	
6.	<p>Preparation for site handover:</p> <ul style="list-style-type: none"> • The group agreed that there was nothing really that we needed to prepare for the meeting. 	
7.	<p>Next steps:</p> <ul style="list-style-type: none"> • Remove this item from the agenda. 	
8.	<p>AOB:</p> <ul style="list-style-type: none"> ▪ EW asked for the plans of the centre – it is available to download. <i>ACTION: EW to download: CSA1196115 and save to the DropBox</i> ▪ EWh will go ahead to complete the Charity Application now the bank account is set up and we have the £5k in the account. <i>ACTION: EWh to move forward and LD will find details for the application from previous applications that se will share with us.</i> ▪ Invoicing software: AC and EW to save a copy of an invoicing spreadsheet onto Dropbox to use as a short term (or long term!) solution for invoicing. <i>ACTION: AC and EW to create and save</i> ▪ MR has registered us with Community Matters for £10. ▪ Hiring agreement between TPCA and BFC: we will need to sign this. It was agreed that all 4 would sign this. LD to update when this is needed. 	EW EWh AC / EW

	<p><i>ACTION: AC to send LD details of the 4 committee members names and addresses for this.</i></p> <ul style="list-style-type: none"> ▪ Trustees for the charity: all 4 committee members will be Trustees. 	AC
9.	<p>Next Meeting 30th September 2014 @ 7.30pm Coopers Hill (<i>ACTION: LD to book</i>)</p> <p>An interim meeting was arranged for Thursday 11th September 2014 @ 7.30 at MR. ACTION: AC send invites to necessary attendees</p>	<p>LD</p> <p>AC</p>

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	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.	02/09/14: Done
5	Hiring Agreements (covering hire rates and terms & conditions of hire etc.)	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.	02/09/14: Ongoing
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	Done	
12	Website	14/08/14: As before	02/09/14: Ongoing – BB is now the lead for this
13	Neighbourhood Survey	Done	
14	Organise and manage a Grand Opening Event	14/08/14: MR will contact TW to arrange and discuss how we move forward.	02/09/14: Ongoing – MR has made it clear that we would like to have TW involved with this event and we will keep this ongoing.
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.	02/09/14: Ongoing – BB is investigating this and looking into to creating a live document to work as our booking system. E.g. excel. Invoicing software: EW and AC to work on a basic system.
16	Logo	14/08/14: EW to update	02/09/14: To be reviewed and agreed at a later date as per the above discussions.

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.	02/09/14: MR investigating as actioned above.
2	Employers Liability Insurance Charity registration	14/08/14: Needed to sign the hiring agreement. LD to update us with some useful information.	02/09/14: MR investigating as actioned above.
3	Purchase PRS/PPL licences	14/08/14: MR aware of this.	02/09/14: Ongoing
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.	02/09/14: Ongoing
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.	02/09/14: Ongoing
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.	02/09/14: Ongoing