



## MINUTES

**MEETING NAME:** The Parks Community Association

**MEETING DATE AND TIME:** 30<sup>th</sup> September, 7.30pm

**PRESENT:** Amy Chapman (AC) SECRETARY  
 Councillor Chris Turrell (Cllr CT)  
 Emma Walker (EW) TREASURER  
 Lesley Doyle (LD)  
 Martin Reilly (MR) CHAIR  
 Becky Bird (BB)  
 Stephanie Neumann (SN)  
 Elaine White (EWh)

**APOLOGIES:** Councillor Shelagh Pile (Cllr SP)  
 Councillor Trevor Kensall (Cllr TK)  
 Anna Regan (AR)  
 Paul Regan (PR)

		<b>Action</b>
1.	<p><b>Welcome and introductions</b>            Apologies were noted.</p>	
2.	<p><b>Minutes of the last meeting &amp; Matters Arising</b>            Minutes accepted as accurate.</p> <ul style="list-style-type: none"> <li>• Renewable heat scheme: LD spoke with Alan Pitt and emailed Paul bath (Site Manager). Has instructed them to organise whatever needs to happen in terms of paying for it.</li> <li>• MR has investigated public liability and employment insurance. Until the charity is set up we cant move forward but research has been done.</li> <li>• LD was chasing up the Hiring Agreement for the pitches from Alan Wilson. This will be done for the new year. We will revisit this..</li> <li>• Invoice etc for the BFC Grant has been created by us. The Grant Conditions has also been signed by LD manager. <i>ACTION: AC to amend the invoice for the grant to include the grant conditions and send to EW/EWh/MR for approval before we send.</i></li> <li>• LD to send details of other centres charges for us to look at.</li> <li>• MR has created the document for information to be distributed to interested parties and this is saved.</li> <li>• EW has saved the planning information and related documents in the DropBox.</li> <li>• Invoicing spreadsheet has been created to use in the short term. Saved in the DropBox for use.</li> <li>• ALL ACTIONS completed or carried forward.</li> </ul>	<p><b>AC</b> <b>LD</b></p>
3.	<p><b>Update on Community Centre/Sports Pavilion</b></p> <ul style="list-style-type: none"> <li>▪ Snagging meeting is likely to be next Wednesday. The most recent clerk of works report is saying the building is only 85% complete.</li> <li>▪ There appears to be a delay with the gas and electricity.</li> <li>▪ MR reported that the front door canopy is up and the canopy for the bicycle shed is done. The wooden cladding on the walls is also up.</li> </ul>	

	<ul style="list-style-type: none"> <li>▪ The transfer is still hopefully going to be November with the solicitors. Even if there are delays with the handover from TW to BFC. The hiring agreement will be completed at the same time to coincide with handover.</li> <li>▪ <i>ACTION: LD to chase up and try to get an update from the solicitors.</i></li> </ul>	<b>LD</b>
<b>4.</b>	<b>Update from community members</b> <ul style="list-style-type: none"> <li>▪ See action log below.</li> </ul>	
<b>5.</b>	<b>Opening Event</b> <ul style="list-style-type: none"> <li>▪ TW definitely want to be a part of this.</li> <li>▪ Due to the uncertainty of the opening date – this is more likely to be a ceremonial ‘opening event’ rather than the first date that we use it. The suggestion was January 2015. This sounds like a good date to the group. This means if we have had any bookings in we can have ironed them out and also got use to the running of the building.</li> <li>▪ It would be good to have interested businesses etc there.</li> <li>▪ At Jennets Park, there was an area for tea and cake. There were stalls for some of the user groups, and in one of the meeting rooms, there were some sessions going on for a group that currently was running.</li> <li>▪ Suggested format: have an open event with a timetable running alongside for user groups to show off their groups and some TW presentations etc. LD will invite the press and BFC can hire a photographer to take photos of the day.</li> <li>▪ LD to send out information to all relevant parties in BFC to ask their availability in Jan and MR can forward this onto TW to check.</li> <li>▪ EWh suggested having the publicity event in the day and then extend this into the evening for a community evening – meet your neighbours etc etc.</li> </ul>	<b>MR</b>          <b>LD</b>
<b>6.</b>	<b>Budget and forecasting and hiring agreements:</b> <ul style="list-style-type: none"> <li>• Suggestions are:</li> <li>• Non profit: £8 and £11</li> <li>• Non business: £10 and £15 (can add details that party rates are block charges etc)</li> <li>• Business: £12 and £18</li> <li>• We discussed a Parks Resident discount – 10% a year.</li> <li>• <b>We will highlight that these are subject to change with notice. Also amend the Special deposit of a cheque for £100 held on file. Also highlight who fits in the groups as above.</b></li> <li>• AC to send list of contracts and outgoing costs to the group and LD to look over so we have this and are aware of our initial costs and ‘likely’ monthly cost.</li> <li>• AC to draft a letter to local businesses to provide us with anything we need.</li> </ul>	<b>AC</b>       <b>AC</b> <b>AC</b>
<b>7.</b>	<b>Expressions of interest so far:</b> <ul style="list-style-type: none"> <li>• MR has a spreadsheet he will share:</li> <li>• There is a lot of interest from fitness groups and also beavers and guides etc.</li> <li>• AC to draft a letter (asking for what they would like and when) for the interested parties to send out alongside MRs information sheet and reference rough costs. Let people know that this booking will be short term in the meantime. Also let people know that we will try to make decisions about this by the end of October. To start ASAP as we don’t have a new date. AC to send to the group for approval and then send out to start forming a timetable.</li> <li>• Neighbourhood survey – we could go back to this to see where we are in terms of giving the community what they want.</li> <li>• The group discussed the proposal from the Bracknell Parish Church of England. This will be kept on file for when we have a few more expressions of interest.</li> </ul>	<b>AC</b>
<b>8.</b>	<b>Logos and branding:</b> <ul style="list-style-type: none"> <li>• The group liked the logo! We are going to ask Georgina if there is a particular Pantone colour for the palette and can we add a stalk. From here, we will have it sent over in editable format for BB to store and we can save in formats for different purposes. YIPEE!</li> </ul>	<b>EC</b>

<b>9.</b>	<b>AOB:</b> <ul style="list-style-type: none"><li>▪ LD told us that there s some free furniture going. She will be looking at this for us and let us know.</li><li>▪ LD will send EW the site managers details to chase the post for the bank account.</li></ul>	<b>LD</b> <b>EW</b>
<b>10.</b>	<b>Next Meeting</b> 23 <sup>rd</sup> October 2014 @ 7.30pm Coopers Hill ( <i>ACTION: LD to book</i> )	<b>LD</b>

## 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	<b>02/09/14:</b> Done	
5	Hiring Agreements (covering hire rates and terms & conditions of hire etc.)	<b>02/09/14:</b> Ongoing	<b>30/09/14:</b> 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	<b>02/09/14:</b> Ongoing – BB is now the lead for this	<b>30/09/14:</b> Ongoing – BB is now the lead for this
13	Neighbourhood Survey	Done	
14	Organise and manage a Grand Opening Event	<b>02/09/14:</b> Ongoing – MR has made it clear that we would like to have TW involved with this event and we will keep this ongoing.	<b>30/09/14:</b>
15	Booking software	<b>02/09/14:</b> 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.	<b>30/09/14:</b> BB will confirm that we will use a spreadsheet for or system. Is keeping on top of this.
16	Logo	<b>02/09/14:</b> To be reviewed and agreed at a later date as per the above discussions.	<b>30/09/14:</b>

<b>WHEN WE TAKE OVER MANAGEMENT OF THE CENTRE</b>			
	<b>ACTION</b>	<b>LAST UPDATE</b>	<b>MOST RECENT UPDATE</b>
1	Public Liability Insurance	<b>02/09/14:</b> MR investigating as actioned above.	<b>30/09/14:</b> MR investigating as actioned above.
2	Employers Liability Insurance Charity registration	<b>02/09/14:</b> MR investigating as actioned above.	<b>30/09/14:</b> EWh still ready to go as soon as we are signed up to the grant and have the hiring agreemnt etc.
3	Purchase PRS/PPL licences	<b>02/09/14:</b> Ongoing	<b>30/09/14:</b> MR on this and ready to do online asap.
4	Recruitment & Selection of Centre Manager	<b>02/09/14:</b> Ongoing	<b>30/09/14:</b> We will run ourselves until we know what's happening!
5	Recruitment & Selection of Cleaner	<b>02/09/14:</b> Ongoing	<b>30/09/14:</b> We will run ourselves until we know what's happening!
6	Set up office space	<b>02/09/14:</b> Ongoing	<b>30/09/14:</b> LD told the group that there is spare office equipment – she will photograph and let us know.