



THE PARKS

Community Association

MEETING MINUTES

The Parks Community Association Meeting

13th January 2015

7.30pm

Coopers Hill Youth & Community Centre

PRESENT: Amy Chapman (AC) SECRETARY
 Councillor Chris Turrell (Cllr CT)
 Emma Walker (EW) TREASURER
 Lesley Doyle (LD)
 Martin Reilly (MR) CHAIR
 Becky Bird (BB)
 Elaine White (EWh)
 Councillor Shelagh Pile (Cllr SP)
 Richard Walton (RW) – BFC Parks and Countryside Team
 Alan Wilson (AW) – BFC Parks and Countryside Team
 Kelly Edwards (KE) – Parks resident

APOLOGIES: Councillor Trevor Kensall (Cllr TK)
 Anna Regan (AR)
 Paul Regan (PR)

| 1. | Welcome and introductions Apologies were noted. RW & AW welcomed from BFC Parks and Countryside. | Action |
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| 2. | Minutes of the last meeting & Matters Arising <ul style="list-style-type: none"> Unfortunately, no minutes were available for the last meeting but the group agreed all items were dealt with after the meeting. | |
| 3. | Update on Community Centre/Sports Pavilion: <ul style="list-style-type: none"> Practical Completion meeting (in the building sense): Claude Fenton and TW were meeting to hand it over. LD had been informed about this and unfortunately missed the meeting due to not being informed. This has not yet been signed off as far as LD is aware. Our Clerk of Works wrote a snagging list that was very long at the end of December – stating that 7 items were still undone. Tennis Courts / MUGA: last LD heard there is still no works done. It is likely this is awaiting the better weather. Building regulation sign off is still not done by BFC Planning Team. The | |

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| | <p>inspection has been done but the certificate is yet to be signed.</p> <ul style="list-style-type: none"> ▪ Handover: MR asked if we are ready for the transfer once it has been handed over from TW to BFC. LD informed the group that drafts (by corporate and legal teams at BFC) are being written in preparation for this. The CA does not have to act at the moment. <p>KE explained to the group her background in the fitness industry and kindly offered to help the CA identify sports leaders and the procedure to choose groups running at the centre in the future etc etc. This is great news!</p> | |
| <p>4.</p> | <p>Management of the Sports pavilion:</p> <ul style="list-style-type: none"> ▪ Cricket Wicket and other sports area: this has been laid. TW and BFC have both agreed it may need bringing up to spec. ▪ Building, car park, and facilities etc would likely be ready at the same time. But the MUGA and sports pitches etc will not be completed until well into spring. And then the legal delays may take us to the start of the summer holidays. ▪ MUGA and tennis courts will be solid porous materials. BFC have asked TW to provide a high spec ground for the MUGA so it is hoped this should last a long time. ▪ Football pitches: although BFC mark them up, goalposts and corner flags etc are often put up by those clubs doing large bookings. This works in our favour. We could for example pay this back with a large storage unit for them and make the club a key holder in the future. ▪ The type of management model that would work for us is likely to be the CA managing the building, but BFC manage the outdoor facilities NOT including the facilities. (e.g. one booking is taken from BFC and this information is passed to us and agreed). It would need to be agreed that there is no duplicate booking. ▪ BFC booking would be useful as it would allow us to use the expertise of the team to advise what bookings are a good idea and what aren't (in terms of seasons and care of the pitches etc). ▪ The original plan was for the CA to manage the MUGA and tennis courts and BFC managing the sports pitches...the suggestion is potentially for BFC to manage the pitches and MUGA? It was agreed that BFC will manage all sports facilities bar the tennis courts for the short term, to be reviewed as and when depending on how the facilities are used and with community feedback. ▪ Tennis courts are managed in many ways across the Borough including: a yearly membership and key holders where you can book yourself and if it's busy, it's busy. <i>ACTION: BB maybe look into online booking calendars (as it is likely we will go for a yearly membership, manage the courts yourself kind of arrangement)</i> ▪ Booking forms etc: this will be sent to us so we can add our logo and have on file. <i>ACTION: RW / LD to send a copy of this to have on file.</i> ▪ Maintenance: line marking and tidying would be roughly every fortnight. ▪ Fees: this would be managed by BFC and will mostly all go towards maintenance of the site. We would hope to encourage using the kitchen / changing facilities to get a small profit from it as a CA. | <p>BB</p> <p>RW/LD</p> |
| <p>5.</p> | <p>Opening Event / election timings:</p> <ul style="list-style-type: none"> ▪ The group discussed that we may not be able to have an event before the | |

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| | <p>elections occur due to purda etc etc.</p> <ul style="list-style-type: none"> ▪ It was agreed that the grand event will wait until after the election and indeed long enough after we have been in the property that we know it well enough to advertise it. ▪ It was agreed instead to have a coffee morning to invite people along to meet us and see the building. This will be reviewed when we know the dates. ▪ The grand event will hopefully be held on 16th May 2015. <i>ACTION: LD to invite all relevant parties.</i> | LD |
| 6. | <p>External Comms:</p> <ul style="list-style-type: none"> • Letters inviting people to express interest and asking local companies to endorse the centre are ready to be sent. All of these are approved and ready to go ASAP. <i>ACTION: AC/EW to send out ASAP.</i> | AC/EW |
| 7. | <p>Updates from Committee Members:</p> <ul style="list-style-type: none"> • Treasurer: EW to withdraw £150 for petit cash to store safely. Was agreed as a group. We can then reimburse MR for the phone charges and buy stamps and printing etc. <i>ACTION: MR to print phone bills etc for reimbursement. EW/AC to withdraw and store funds and print / send / email letters.</i> | MR/EW/AC |
| 8. | <p>AOB:</p> <ul style="list-style-type: none"> ▪ No other business to raise. | |
| 9. | <p>Next Meeting:</p> <p>Charity registration / insurance etc interim meeting: 27th January 2015 @ 7.15pm EW house</p> <p>TPCA Meeting: 10th March 2015 @ 7.30pm Coopers Hill (<i>ACTION: LD to book</i>)</p> | AC/EW |

TPCA- TO DO LIST

| TO DO ASAP | | | |
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| | 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 | 02/09/14: Done | |
| 5 | Hiring Agreements (covering hire rates and terms & conditions of hire etc.) | 30/09/14: Ongoing | 13/01/15: 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 | 30/09/14: Ongoing – BB is now the lead for this | 13/01/15: Ongoing |
| 13 | Neighbourhood Survey | Done | |
| 14 | Organise and manage a Grand Opening Event | 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. | 13/01/15: Ongoing |
| 15 | Booking software | 30/09/14: BB will confirm that we will use a spreadsheet for or system. Is keeping on top of this. | 13/01/15: Ongoing |
| 16 | Logo | 02/09/14: Done | |
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| WHEN WE TAKE OVER MANAGEMENT OF THE CENTRE | | | |
| | ACTION | LAST UPDATE | MOST RECENT UPDATE |
| 1 | Public Liability Insurance | 30/09/14: MR investigating as actioned above. | 13/01/15: Ongoing |
| 2 | Employers Liability Insurance Charity | 30/09/14: | 13/01/15: |

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| | registration | MR investigating as actioned above. | Ongoing |
| 3 | Purchase PRS/PPL licences | 30/09/14: MR on this and ready to do online asap. | 13/01/15: Ongoing |
| 4 | Recruitment & Selection of Centre Manager | 30/09/14: We will run ourselves until we know what's happening! | 13/01/15: Ongoing |
| 5 | Recruitment & Selection of Cleaner | 30/09/14: We will run ourselves until we know what's happening! | 13/01/15: Ongoing |
| 6 | Set up office space | 30/09/14: LD told the group that there is spare office equipment – she will photograph and let us know. | 13/01/15: Ongoing |