



THE PARKS

Community Association

MEETING MINUTES

The Parks Community Association Meeting

30th April 2015

7.30pm

Coopers Hill Youth & Community Centre

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

APOLOGIES: Steph Neumann
 Councillor Trevor Kensall (Cllr TK)

1.	Welcome and introductions Apologies were noted.	Action
2.	Minutes of the last meeting & Matters Arising <ul style="list-style-type: none"> • All agreed. 	
3.	Update on Community Centre/Sports Pavilion: <ul style="list-style-type: none"> ▪ LD told the group that we will complete the exchange tomorrow (1st May 2015). ▪ The handover meeting happened today and TW and Claude Fenton were present with BFC and MR and EWh. ▪ There are still a number of snagging issues and these will be included in the legal documents. E.g. no fire extinguishers (fitted on Tuesday, water system is being checked). Health and Safety officer from BFC will attend next week to complete risk assessments etc. ▪ The polling station will be up and running next Thursday ▪ The MUGA is hoping to be finished by the end of May. No mention of the tennis courts though this is by the same company so may be at the same time. There will be some fence around the tennis courts. ▪ The car park will remain locked off until we take full ownership of the building. LD will notify when recycling etc have it on the route for collection – we can open up and manage it in house (including getting a height barrier and lockable gate). 	

	<ul style="list-style-type: none"> ▪ Mag lock will be installed on the rear gate ▪ The heating system (boiler and controls) are all in the plant room that you access from the outside. ▪ BB to create a sign to put on facebook and the website to say be mindful of the Polling day. 	
4.	<p>Grand Event/election timings:</p> <ul style="list-style-type: none"> ▪ LD has sent an email round but looking like 20th June is the favourite day. Alan Pitt can make this date. ▪ Timetable: Opening 10, TW Press and speeches 10.30, Mayor 11, Photo opportunity with as many people as possible outside of the centre. Keep open til about 2 with various activities ▪ TW want to plant a tree so this would be good to include ▪ Somewhere in here would be the ongoing stalls and stuff for the children. ▪ Claude Fenton would like to fund some refreshments. LD will contact CF to ask about this. ▪ AC to keep on top of ordering the promotional materials (magnets, pens, stickers, t shirts – marl grey, mugs...) ▪ Amy buy pens and pencils for the kids drawing competition and print off the sheets (colouring sheet and drawing competition) ▪ AC to print potential timetable 	<p>LD book the Mayor</p> <p>AC</p>
5.	<p>Expressions of interest:</p> <ul style="list-style-type: none"> ▪ AC on top of this and reviewing the timetable. ▪ AC to put notification of the spaces on facebook and to all interested parties. ▪ AC to contact attendees about the 20th June and having a stand and ask people when they're able to start. 	
6.	<p>Updates from Committee Members and actions as appropriate:</p> <ul style="list-style-type: none"> • Aerial photos will hopefully be available to us ASAP so we can display inside. • MR still on top of ordering the banner. • BB has set up twitter and facebook. She will invite trustees so we can manage. • BB to list the grand opening event date on facebook and on twitter. • MR has quotes on insurance and is ready to submit application for PPL licences. • AC to check that all sports teachers have it in hiring agreement for them to have PPL. • AC to check DBS checks for under 16's and a copy held on file. • LD to check if the trustees need to be DBS checked? 	<p>BB</p> <p>AC</p> <p>LD</p>
7.	<p>AOB:</p> <ul style="list-style-type: none"> ▪ None other than covered in the minutes. ▪ AC to circulate contracts list so we can have a checklist with whats at the centre and what we need to buy. ▪ BB has bean bags for the centre to borrow – we will borrow them and ask how much. ▪ LD to arrange anti climb paint for the first section of the roof 	<p>AC</p> <p>BB</p> <p>LD</p>

8.	Next Meeting: TPCA Meeting: 12 th May 2015 @ 7.00pm @ THE COMMUNITY CENTRE!!!	
----	--	--

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	Done	
5	Hiring Agreements (covering hire rates and terms & conditions of hire etc.)	10/03/15: Ongoing	30/04/15: AC to update with details as LD supplies
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	10/03/15: Ongoing	Done
13	Neighbourhood Survey	Done	
14	Organise and manage a Grand Opening Event	10/03/15: Ongoing – see minutes	30/04/15: Date set for 20 th June 2015.
15	Booking software	10/03/15: Ongoing – see minutes	30/04/15: Using excel for the time being
16	Logo	Done	
WHEN WE TAKE OVER MANAGEMENT OF THE CENTRE			
	ACTION	LAST UPDATE	MOST RECENT UPDATE
1	Public Liability Insurance	10/03/15: MR Spoke to Endsleigh on recommendation from community Matters and they are going to go away and look at 3 quotes for us.	30/04/15: MR still investigating
2	Employers Liability Insurance Charity registration	10/03/15: MR Spoke to Endsleigh on recommendation from community Matters and they are going to go away and look at 3 quotes for us.	30/04/15: MR still investigating

3	Purchase PRS/PPL licences	10/03/15: Ongoing	30/04/15: MR due to submit an application for a licence and appropriate fees – will agree with treasurer
4	Recruitment & Selection of Centre Manager	10/03/15: 9 months down the line.	30/04/15: Ongoing
5	Recruitment & Selection of Cleaner	10/03/15: Agreed to manage as we can until we understand more about income and outgoings etc.	30/04/15: Ongoing
6	Set up office space	10/03/15: See minutes	30/04/15: Ongoing