



THE PARKS

Community Association

MEETING MINUTES

The Parks Community Association Meeting

2nd June 2015

7.30pm

TPCC

PRESENT: Amy Chapman (AC) SECRETARY
 Martin Reilly (MR) CHAIR
 Elaine White (EWh)
 Lesley Doyle (LD)
 Becky Bird (BB)
 Emma Walker (EW) TREASURER

APOLOGIES: Kelly Edwards

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"> ▪ Fire risk assessment is being carried out – thumb lock on external kitchen door, fire signage changes. ▪ LD to seek advice on how we can secure the front door (if we cant be near the front door to monitor) ▪ LD needs approval for some things: Sliding window on the reception window – this hasn't been budgeted for. The options in the small space is to have a fixed window and an intercom? It was agreed to get a solid pane of glass for the time being! Security system in hand. ▪ LD will give us details for the CF staff who will be remedying issues for us. ▪ Barrier for the car park wont be ready for opening. The temporary fencing will remain in the interim. ▪ MR had someone working in CCTV to look around. This was very useful. 	<p>LD</p> <p>LD</p> <p>LD</p>
4.	Grand Event/election timings: <ul style="list-style-type: none"> ▪ Timetable for the day approved. ▪ Plan for the room – AC to create. ▪ Door dropping for the event: MR printing for us to deliver ASAP ▪ CF will be sending a few delegates to opening and will provide some refreshments. (TW have also offered some which MR is chasing). Costco trip 	AC

	<p>to buy stuff for the day.</p> <ul style="list-style-type: none"> ▪ AC has equipment secured from the Wayz for staging and the Church for PA equipment. ▪ PCSOs attending the event. ▪ LD contacted the Rowans – will chase for attendance. ▪ AC to send hirers attending the flyer for timings of the day ▪ LD to send a risk assessment for the day. 	<p>LD AC LD</p>
5.	<p>Timetable:</p> <ul style="list-style-type: none"> ▪ EW/AC to finalise a printable timetable (potentially to post / PDF and list) ASAP. One to go in the external notice board and inside for grand event. ▪ EW/AC to chase other hirers for bios and contact details. ▪ AC chase skeleton timetable hirers. ▪ AC to start contacting other hirers about potential starting dates etc. 	<p>AC/EW AC/EW AC AC</p>
6.	<p>Updates from Committee Members and actions as appropriate:</p> <ul style="list-style-type: none"> • EWh purchased all items – these are in the kitchen! • PPL/PRR signed and will be paid DD every year. • Furniture collection to happen – will do ASAP. • AC to buy a kettle • MR has completed the document for the building – BB to list online and AC/EW to send out from now on. • Signage – EWh has ordered. • AC to order PHS bins • EW to send BB FAQs to be listed on the website 	<p>AC BB EW</p>
7.	<p>AOB:</p> <p>Covered above.</p>	
8.	<p>Next Meeting:</p> <p>TPCA Meeting: 15th June 2015 @ 7.00pm @ THE COMMUNITY CENTRE!!!</p>	

TPCA- TO DO LIST

TO DO ASAP			
	ACTION	LAST UPDATE	MOST RECENT UPDATE
1	Elect committee members	Done	Done
2	Adopt a Constitution	Done	Done
3	First Annual General Meeting	Done	Done
4	Open a bank account	Done	Done
5	Hiring Agreements (covering hire rates and terms & conditions of hire etc.)	12/05/15: Updating with LD details as and when	02/06/15: Done
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	Done
12	Website	10/03/15: Ongoing	Done
13	Neighbourhood Survey	Done	Done
14	Organise and manage a Grand Opening Event	12/05/15: Done	Done
15	Booking software	12/05/15: Using excel	Done
16	Logo	Done	Done
WHEN WE TAKE OVER MANAGEMENT OF THE CENTRE			
	ACTION	LAST UPDATE	MOST RECENT UPDATE
1	Public Liability Insurance	30/04/15: MR still investigating	12/05/15: Done
2	Employers Liability Insurance Charity registration	12/05/15: Investigating	02/06/15: Done
3	Purchase PRS/PPL licences	12/05/15: Investigating	02/06/15: Done
4	Recruitment & Selection of Centre Manager	12/05/15: Investigating	02/06/15: Ongoing – to review later
5	Recruitment & Selection of Cleaner	12/05/15: Investigating	02/06/15: Ongoing – to review later

6	Set up office space	12/05/15: Investigating	02/06/15: Ongoing – awaiting to collect furniture this week!
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