



THE PARKS

Community Association

MEETING MINUTES

The Parks Community Association Meeting

12th November 2015

7.15pm

TPCC

PRESENT: Amy Chapman (AC) SECRETARY
 Becky Bird (BB) COMMS
 Emma Walker (EW) TREASURER
 Martin Reilly (MR) CHAIR
 Anna Regan (AR)
 Paul Regan (PR)
 Bethan Mitchell (BM)

APOLOGIES: Lesley Doyle (LD) Bracknell Forest Council
 Edd Soole (ES)
 Amy Howard (AH)
 Elaine White (EWh) VICE CHAIR

1.	Welcome and introductions Apologies were noted.	Action
2.	Minutes of the last meeting & Matters Arising: <ul style="list-style-type: none"> • Book swap: AR / PR donated a shelf for this – we can start collecting books. 	
3.	Update on Community Centre/Sports Pavilion: <ul style="list-style-type: none"> a. MUGA/Tennis courts/Pavilion update <ul style="list-style-type: none"> • Update from P&C is that it is ‘ongoing’. • Children have been seen playing on the tennis courts – children may be damaging the net. There isn’t currently a padlock on the door. Do these need to be taken in over the winter. <i>ACTION: MR to tell P&C again. PR will cable tie for temporary security for the time being.</i> • LD doesn’t think handover will be before the end of the year b. Outstanding snagging items <ul style="list-style-type: none"> • A couple added to the list (crack in external door glass panes and all the others still remain outstanding). <i>ACTION: MR to take</i> 	<p>MR/PR</p> <p>MR</p>

	<p><i>these back to Claude Fenton.</i></p> <ul style="list-style-type: none"> • Steve Bond (our CF contact) is currently on LT sick – MR is keeping in touch. 	
<p>4.</p>	<p>Update from Committee Members:</p> <p>a. Centre specific:</p> <p>i. Cleaning</p> <p>Cleaner – We have a cleaner referred to us by Holy Trinity Church. A 4 week trial has been agreed. There is a 1 hour clean mid week and 2 hour full clean Saturday PM / Sunday AM. The hall floor has been highlighted – we will raise this with Paul when we need to.</p> <p>Car Park – BB queried the leaves / car park cleaning – it is likely to be a P&C but we will purchase a hard brush to do this.</p> <p>Bin bags – these are the hirer responsibility.</p> <p>ii. Key holding</p> <p>Discussion was had about regular hirers having keys and security access – while the centre is still under hiring agreement, this is not possible.</p> <p>iii. Update on security</p> <p>Security update given to the group. All thanked MR for doing it.</p> <p>b. Bookings:</p> <p>iv. Deposits</p> <p>Everyone is happy with the process in place.</p> <p>v. Timetable / bookers</p> <p>Discussions were had about expressions of interest for other regular hirers (BFC funded fitness class, Rikashake, Parkinsons UK and a New Years Eve party). The hires were agreed except the NYE party due to volunteer involvement, concerns over neighbourhood disruptions and that while we are hiring the building we cannot rent post 11.30pm. <i>ACTION: AC/EW to process new hirers ASAP</i></p>	<p>AC/EW</p>
<p>5.</p>	<p>AOB:</p> <ul style="list-style-type: none"> • Finance Update: EW informed the group the finances. We are up to date on Gas bills (in credit) and Electricity we are still waiting for the first bill. EW still chases this. • Christmas: An event was created for the 5th December 14:00–16:00 (Mosaic Carol Service will be from 5.30pm). First Port have offered to provide a tree. This is great news. This will be located in the car park at the centre. Was agreed TPCA would fund some external lights and refreshments for the event. <i>ACTION: MR will procure the lights etc and we will draft a risk assessment to send to LD for approval.</i> • Advertising: BB will update the Lysander Notice Board with timetable information. • TPRA clean up: wooded area clean up for the pathway on the 	<p>MR/LD</p> <p>PR/ALL</p>

	<p>29th November 10.00 – 1pm. 11.30 tea and coffee / toilet break. <i>ACTION: PR to arrange the finer details and TPCA will support with hot drinks and outside toilet access.</i></p> <ul style="list-style-type: none">• Barrier: It was agreed that the barrier will be locked every night and a volunteer will unlock every evening to prevent unauthorised parking.	
6.	Next Meeting: Agreed for 10 th December 2015 @ 7.15pm.	

TPCA- TO DO LIST

WHEN WE TAKE OVER MANAGEMENT OF THE CENTRE			
	ACTION	LAST UPDATE	MOST RECENT UPDATE
1	Recruitment & Selection of Centre Manager	6/10/15: Ongoing – to review later	23/11/15: Ongoing – to review later
2	Recruitment & Selection of Cleaner	6/10/15: No interest expressed. MR to contact for regular Sunday morning clean. Otherwise, will be managed by the committee for the time being.	23/11/15: DONE We have a self employed cleaner currently employed. This will be reviewed month on month for now.