



THE PARKS

Community Association

MEETING MINUTES

The Parks Community Association Meeting

17th May 2016

7.15pm

TPCC

PRESENT: Amy Chapman (AC) TPCA SECRETARY
 Emma Walker (EW) TPCA TREASURER
 Martin Reilly (MR) TPCA CHAIR
 Lesley Doyle (LD) Community Devt Officer, BFC
 Anna Regan (AR) Committee Member
 Becky Bird (BB) TPCA COMMS
 Elaine White (EWh) TPCA VICE CHAIR
 Tony Roberts (TR) TPCA Community Member

APOLOGIES: Graeme Smilie (GS) Committee Member
 Paul Regan (PR) TPCA Committee Member
 Amy Howard (AH) TPCA Committee Member
 Chris Turrell (CT) Councillor
 Ed Soole (ES) TPRA
 Ashley Merry (AM) Councillor
 Isobel Mattik (IM) Councillor
 Alan Wilson (AW) Parks & Countryside, BFC

1.	Welcome and introductions Apologies were noted.	Action
2.	Minutes of the last meeting & Matters Arising: <ul style="list-style-type: none"> • Actions updated below • Matters arising will come up in the minutes 	
3.	Update on Community Centre/Sports Pavilion: <ol style="list-style-type: none"> 1. Sports facilities <ul style="list-style-type: none"> • No further update on the facilities. 2. MUGA / tennis courts: <ul style="list-style-type: none"> • MR spoke to AW re: tennis court bookings. Has investigated booking solutions and will be worked as per hour play or bulk booking for a club like at Westmoreland park. • Will move ahead and advise MR as we cannot use them until they are handed over. 3. Defects Period/snagging list: <ul style="list-style-type: none"> • KIER has contacted the centre re: the snagging. Have updated that they need to send the council a report of the snagging items. These will then be approved for go ahead. 	

4.	<p>Update from Committee Members:</p> <p>1. Website / online:</p> <ul style="list-style-type: none"> GS suggested a sub group meeting outside of this meeting. ACTION: GS to arrange a meeting to discuss website, FAQ's and booking software. <p>2. Community Centre manager:</p> <ul style="list-style-type: none"> LD told us that centre manager at Crown Wood has been very supportive. Some applicants were strong candidates but were local to Crown Wood. Job description etc could be made available once the TPCA has made a decision on whether we require one or not. 	GS
5.	<p>AOB:</p> <p>1. Combine TPRA and TPCA:</p> <ul style="list-style-type: none"> MR explained that the last TPRA meeting discussed that all the TPRA is doing is community events (now they no longer communicate with First Port). Suggestions of having the RA as a sub group of the TPCA. Possible conflict in interests although the combined TPCA could still point people in the right direction. If the TPRA has some volunteers who could also input with the duties at the centre. ACTION: EWh to investigate whether there is a conflict re: combining (e.g. Charity registration etc). ACTION: MR to continue to look into after the Picnic in The Parks. <p>2. Table Top Sale:</p> <ul style="list-style-type: none"> AR fed back; has investigated insurance (cannot be in car park, must be inside). Discussions re: charging rates for entry. AR considered some dates and suggested 25/06/16 Stalls 7:30am > 12pm. Visitors 8:00am > 11:00am. Discussion re: tea and cake. 25p for a tea/coffee. £1 cake/scone and tea/coffee. ACTION: AR to continue work to setup the first Parks Table Top Sale. Poster on the website and then a link to Facebook to advertise. <p>3. Garden / volunteering:</p> <ul style="list-style-type: none"> The volunteer day was unfortunately not attended by the business volunteers. AH and MR planted the bedding area to the front of the building. Some pots were planted. Intentions to continue with another session. TR has kindly volunteered to administer weed killer around the centre. ACTION: MR to investigate with AW re: weed killer. ACTION: AC to get in touch with companies to arrange another volunteering date. <p>4. Pre school:</p> <ul style="list-style-type: none"> AC gave update. Committee updated concerns and questions. ACTION: AC to feedback questions etc to nursery manager re: TPCA concerns and await feedback. <p>5. TPRA events:</p> <ul style="list-style-type: none"> Picnic in the parks event has been advertised. ACTION: PR to let the CA know about funding for a TPRA event. <p>6. Audio assessment:</p> <ul style="list-style-type: none"> Assessment was completed. We await a report. <p>7. Car park:</p> <ul style="list-style-type: none"> The fence at the top of the car park seems to have been remedied. 	<p>EWh</p> <p>MR</p> <p>AR</p> <p>MR</p> <p>AC</p> <p>AC</p> <p>PR</p> <p>LD</p> <p>EW</p>

	<ul style="list-style-type: none"> • All aware to watch for ad hoc business running from the centre. No issues reported. <p>8. Air Conditioning:</p> <ul style="list-style-type: none"> • AC updated that a fan has been provided by a hirer for use by all. This is helpful. • AC investigated an air con unit/fan that can be on site and locked in by a cage for health and safety (powered via standard plug). • LD advised that we have someone from the building surveying department to get advice re: the installation of air conditioning. • ACTION: LD to ask someone from BFC to get in touch with the building survey team to discuss a possible air conditioning solution. <p>9. AGM</p> <ul style="list-style-type: none"> • Needs to be completed by August 2016. The group will revisit this at the next meeting. • ACTION: EW to complete accounts in preparation. <p>10. INSURANCE</p> <ul style="list-style-type: none"> • Insurance company for the centre has been updated to MERKEL. 	
<p>6.</p>	<p>Next Meeting: Agreed for Tuesday 5th July @ 7.15pm at the Community Centre meeting room. Agreed small meeting re: Pre School Tuesday 14th June @ 7pm at the Community Centre mtg rm</p>	