



MEETING MINUTES

The Parks Community Association Meeting – REMEET FOR AGM

6th October 2015
7.15pm
TPCC

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

APOLOGIES: Lesley Doyle (LD) Bracknell Forest Council
Anna Regan (AR)
Paul Regan (PR)
Edd Soole (ES)
Amy Howard (AH)

1.	Welcome and introductions Apologies were noted.	Action
2.	Minutes of the last meeting & Matters Arising: <ul style="list-style-type: none">• MR to update email names on the email lists to include all committee (new and old!) members.• Edit to the minutes for Committee Members (remove 'honorary')	MR
3.	Update on Community Centre/Sports Pavilion: <ul style="list-style-type: none">a. MUGA/Tennis courts update<ul style="list-style-type: none">• Alan from Parks and Countryside to keep us updated. It is agreed that the CA will manage locally in agreement with the P&C team.• Further discussion about the admin will be at another specific meeting arranged closer to take over• This is complete apart from the flood lights.• Use will formally transfer in December but P&C have asked for use earlierb. Outstanding snagging items<ul style="list-style-type: none">• MR and BB added to the list for communications re: the above	
4.	Update from Committee Members: <ul style="list-style-type: none">a. Centre specific:<ul style="list-style-type: none">i. Activation of intruder alarm system This will take place on Thursday. Zoning will also be completed on Thursday.ii. Cleaning arrangements The group agreed that we would enquire about a formal Sunday morning booking and we would continue managing ourselves.	MR

	<p>Although help would be useful. MR to contact cleaning firms.</p> <p>iii. Key holder arrangements 4 new sets of keys have been made for new committee members (Amy Howard, Edd Soole, Graeme Smilie and Paul Regan). These will be distributed and an induction given as appropriate.</p> <p>iv. Storage There is still some equipment in the hall storage which needs to be removed. AC to contact hirers for removal. EW to contact Gareth at the Wayz to return stage equipment. AC to confirm with hirers PAT testing for equipment used and stored at the building. MR to investigate racking for the hall storage anticipating the new groups starting properly after half term.</p> <p>v. Garden – short term plan / future plans MR to post on facebook about a weekend afternoon gardening to all parks residents. Tea and Coffee will be offered!</p> <p>b. Bookings:</p> <p>vi. Pre school Meeting with Cherry Hall and members of the Childcare team. Looking for an afternoon booking for 1-2 years, maybe longer. MR will feedback our comments (who will run the provision, how long, cost, reimbursement, references etc) and rearrange a meeting as appropriate.</p> <p>vii. Charity dance and charity quiz The committee is being asked for free bookings for charity. This is unsustainable. Agreed that the charity rate would be applied to anyone running an event for charity unless formally agreed by the committee.</p> <p>viii. Evening bookings After our first full evening party (with alcohol), many discussions took place about areas of learning. It was agreed that any booking after 9pm and / or serving alcohol, would automatically have a £100 security (usual fee £50) applied to their booking, payable ahead of the booking. AC to update the hiring agreement and standard conditions of hire.</p> <p>ix. Big band booking A request was made for a 16 piece band practice space late in the evening. The group discussed this at length and agreed this wasn't suitable at this time. AC to notify the group.</p> <p>x. Book swap / library suggestion It was agreed this was a great idea. Committee to source a free bookshelf for storage in the reception area. Invites for donated books will go out on facebook in due course.</p>	<p>AC</p> <p>EW</p> <p>AC</p> <p>MR</p> <p>MR</p> <p>MR</p> <p>MR</p> <p>AC</p> <p>AC</p> <p>ALL</p>
5.	<p>AOB:</p> <ul style="list-style-type: none"> The team discussed X-Mas, it was agreed that MR/BB would discuss this with the RA to perhaps agree a joint venture (e.g. Christmas tree and tea etc at the centre). 	MR/BB
6.	<p>Next Meeting:</p> <p>Agreed for Thursday 12th November 2015 @ 7.15pm.</p>	

TPCA- TO DO LIST

WHEN WE TAKE OVER MANAGEMENT OF THE CENTRE			
	ACTION	LAST UPDATE	MOST RECENT UPDATE
1	Recruitment & Selection of Centre Manager	30/06/15: Ongoing – to review later	6/10/15: Ongoing – to review later
2	Recruitment & Selection of Cleaner	30/06/15: Ongoing – discussed. Advertising to be confirmed.	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.