



THE PARKS

Community Association

MEETING MINUTES

The Parks Community Association Meeting

7th April 2015

7.30pm

Coopers Hill Youth & Community Centre

PRESENT: Amy Chapman (AC) SECRETARY
 Councillor Chris Turrell (Cllr CT)
 Emma Walker (EW) TREASURER
 Elaine White (EWh)
 Councillor Shelagh Pile (Cllr SP)
 Becky Bird (BB)

APOLOGIES: Kelly Edwards (KE) – TPCA Bookings Support
 Lesley Doyle (LD)
 Martin Reilly (MR) CHAIR

		Action
1.	Welcome and introductions Apologies were noted.	
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"> CT gave an update in the absence of MR and LD. It would be likely that the outside space may be more likely to be used for the open day. The MUGA may or may not be ready but there is more chance of this. 	
4.	Grand Event/election timings: <ul style="list-style-type: none"> See above LD still in discussions with Abi – we may have to delay the opening event. It is likely to be June. CT informed the group that a draft hiring agreement should be available at the end of the week. We will also need a solicitors support to sign this. Risk assessments and snagging etc will all need to be done too. EWh will ask at the Community centre coffee morning for some information of legal support that they have used before – this will be useful. AC to email local solicitor Wilson and Berry to ask for prices. MR contact TW PR company for this. SUGGESTED DATES: 20/21 or 27/28 JUNE Promotional ‘stuff’: need to order ASAP. Will order mugs and beakers with 	<p>EWh / AC</p> <p>AC/EW</p>

	logo ASAP.	
5.	<p>Expressions of interest:</p> <ul style="list-style-type: none"> ▪ AC on top of this and reviewing the timetable. ▪ The plan will be to issue draft hiring agreements to the class teachers and review this ASAP when we have the centre open. ▪ AC advising parties that we will start classes ASAP but we don't know when this will be. 	
6.	<p>Updates from Committee Members and actions as appropriate:</p> <ul style="list-style-type: none"> • SP will provide us with 2 large picnic and 1 small picnic when the centre is open – EW to notify Alan Moffett / Russell Reeves when they can be delivered. The financial commitment has been agreed. • EW has process the Printer invoice. • SP has also donated £300 to spend (see promotional items as discussed above) • KE has provided a sports 'cage' and lots of fitness mats – this is AMAZING. • EWh – we are now a charity! This is great news!!! BB will publish this on the website. • MR to update the group via email if there is anything not updated on the minutes • BB has set up a Facebook page – will set the group up as admin. Twitter handles are difficult 'TheParksCa' is taken. BB has selected 'TheParksCC' (to replicate Jennetts Park). BB will all be linked and added to the website. • MR to contact TPRA to check they would like a 'table' at the Open event (whatever date that was). • BB to ask a fellow Parks Resident if we can use some aerial photos he has taken to display around the centre from the beginning of the development to the end. 	<p>EW</p> <p>BB MR BB</p> <p>MR</p> <p>BB</p>
7.	<p>AOB:</p> <ul style="list-style-type: none"> ▪ None other than covered in the minutes. ▪ LD – please advise who will fund the room for the next meeting (unless the centre is open?!) 	LD
8.	<p>Next Meeting: TPCA Meeting: 30th April 2015 @ 7.30pm</p>	LD

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	02/09/14: Done	
5	Hiring Agreements (covering hire rates and terms & conditions of hire etc.)	13/01/15: Ongoing	10/03/15: Ongoing
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	13/01/15: Ongoing	10/03/15: Ongoing
13	Neighbourhood Survey	Done	
14	Organise and manage a Grand Opening Event	13/01/15: Ongoing	10/03/15: Ongoing – see minutes
15	Booking software	13/01/15: Ongoing	10/03/15: Ongoing – see minutes
16	Logo	02/09/14: Done	
WHEN WE TAKE OVER MANAGEMENT OF THE CENTRE			
	ACTION	LAST UPDATE	MOST RECENT UPDATE
1	Public Liability Insurance	13/01/15: Ongoing	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.
2	Employers Liability Insurance Charity registration	13/01/15: Ongoing	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.

3	Purchase PRS/PPL licences	13/01/15: Ongoing	10/03/15: Ongoing
4	Recruitment & Selection of Centre Manager	13/01/15: Ongoing	10/03/15: 9 months down the line.
5	Recruitment & Selection of Cleaner	13/01/15: Ongoing	10/03/15: Agreed to manage as we can until we understand more about income and outgoings etc.
6	Set up office space	13/01/15: Ongoing	10/03/15: See minutes