



THE PARKS

Community Association

MEETING MINUTES

The Parks Community Association Meeting - REMEET FOR AGM

26th August 2015

7.15pm

TPCC

PRESENT: Amy Chapman (AC) SECRETARY
 Lesley Doyle (LD) Bracknell Forest Council
 Becky Bird (BB) COMMS
 Emma Walker (EW) TREASURER
 Elaine White (EWh) VICE CHAIR
 Martin Reilly (MR) CHAIR
 Graeme Smilie (Parks Resident)

APOLOGIES: None received

1.	Welcome and introductions Apologies were noted.	Action
2.	<p>Minutes of the last meeting & Matters Arising</p> <ul style="list-style-type: none"> • All agreed. • AGM – Agreed that we would meet again to sign in members of the committee. The votes taken were agreed and the following membership was recorded: <ul style="list-style-type: none"> ▪ <u>Chair: MARTIN REILLY</u> <ul style="list-style-type: none"> ○ PROPOSED– All ○ SECONDED– All ○ VOTED– all attendees raised hands in agreement (19) ▪ <u>Vice Chair: ELAINE WHITE</u> <ul style="list-style-type: none"> ○ PROPOSED– All ○ SECONDED– All ○ VOTED– all attendees raised hands in agreement (19) ▪ <u>Secretary: AMY CHAPMAN</u> <ul style="list-style-type: none"> ○ PROPOSED– All ○ SECONDED– All ○ VOTED– all attendees raised hands in agreement (19) ▪ <u>Treasurer: EMMA WALKER</u> <ul style="list-style-type: none"> ○ PROPOSED– All ○ SECONDED– All ○ VOTED– all attendees raised hands in agreement (19) 	

	<p>Honorary Members were agreed also:</p> <ul style="list-style-type: none"> ▪ <u>PAUL REGAN</u> <ul style="list-style-type: none"> ○ PROPOSED- All ○ SECONDED- All ○ VOTED- all attendees raised hands in agreement (19) ▪ <u>ANNA REGAN</u> <ul style="list-style-type: none"> ○ PROPOSED- All ○ SECONDED- All ○ VOTED- all attendees raised hands in agreement (19) ▪ <u>BECKY BIRD</u> <ul style="list-style-type: none"> ○ PROPOSED- All ○ SECONDED- All ○ VOTED- all attendees raised hands in agreement (19) <p>Further members who asked to be included and were nominated and agreed by the group are:</p> <ul style="list-style-type: none"> ▪ <u>KELLY EDWARDS</u> <ul style="list-style-type: none"> ○ PROPOSED- All ○ SECONDED- All ○ VOTED- all attendees raised hands in agreement (7) ▪ <u>AMY HOWARD</u> <ul style="list-style-type: none"> ○ PROPOSED- All ○ SECONDED- All ○ VOTED- all attendees raised hands in agreement (7) ▪ <u>GRAEME SMILIE</u> <ul style="list-style-type: none"> ○ PROPOSED- All ○ SECONDED- All ○ VOTED- all attendees raised hands in agreement (7) <p>ACTION: MR to add these addresses to the Parks TEAM email</p> <p>ACTION: BB to add the AGM minutes and these minutes to the website ASAP and update the members on the web page</p> <p>ACTION: AC to check with other community members who have shown an interest if they would like to be members of the committee</p>	<p>MR</p> <p>BB</p> <p>AC</p>
<p>3.</p>	<p>Update on Community Centre/Sports Pavilion:</p> <ul style="list-style-type: none"> ▪ MUGA – work has started No flood lights as yet and the surface looks yet to be finished. We will keep a lookout. ▪ Snag list – MR and EWh met with Steve from CF to discuss these items. A few new items were highlighted: <ul style="list-style-type: none"> ▪ leak in the small kitchen under the floor ▪ no operation manuals for the lights ▪ the main gate is not fitted yet ▪ the security issues are still outstanding ▪ the mag lock on the garden gate remains uninstalled ▪ issues with the window latches in the meeting room ▪ gap under the rear fence of the garden ▪ office glass still not fitted ▪ curtain rails falling off the wall 	

	<ul style="list-style-type: none"> ▪ All of the above are massive health and safety concerns. <p>ACTION: EWh and MR to raise in meeting with Steve Bond and LD to raise this list with them if still outstanding from the snag check</p>	EWh/MR/LD
4.	<p>Updates from Committee Members and actions as appropriate:</p> <ul style="list-style-type: none"> • AC and BB reported some issues with hirers not keeping to time. <p>ACTION: AC to send email to hirers to advise of the importance of keeping to time</p> <p>ACTION: MR to send an invite to interested parties for a cleaner with opening and locking responsibilities to start supporting us in the team on a self-employed basis.</p> <ul style="list-style-type: none"> • AC complained about the grass in the Garden. LD to raise as grass was promised on the plans. <p>ACTION: LD to chase responsible parties for grass seeding / costs</p> <p>ACTION: MR to label keys in the cupboards for ease of use</p> <p>ACTION: MR / BB to chase putting our timetable in the notice board on Hawk Lane.</p> <ul style="list-style-type: none"> • Warfield Parish church visit arranged for 8th September. MR and EWh to attend 	<p>AC</p> <p>MR</p> <p>LD</p> <p>MR</p> <p>MR / BB</p>
6.	<p>AOB:</p> <ul style="list-style-type: none"> • See above 	
8.	<p>Next Meeting: TPCA Meeting: 22nd September @ 7.15pm. TPCC.</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	15/06/15: Ongoing – to review later	30/06/15: Ongoing – to review later
2	Recruitment & Selection of Cleaner	15/06/15: Ongoing – to review later	30/06/15: Ongoing – discussed. Advertising to be confirmed.
3	Set up office space	15/06/15: Ongoing – awaiting to collect furniture this week!	30/06/15: DONE