



THE PARKS

Community Association

MEETING MINUTES

The Parks Community Association Meeting

12th May 2015

7.30pm

TPCC

PRESENT: Amy Chapman (AC) SECRETARY
 Martin Reilly (MR) CHAIR
 Steph Neumann
 Emma Walker (EW) TREASURER
 Elaine White (EWh)
 Lesley Doyle (LD)
 Kelly Edwards

APOLOGIES: Becky Bird (BB)
 Shelagh Pile (Cllr SP)

		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"> ▪ <i>We're HERE!!!!</i> ▪ LD told the group that Claude Fenton have been in and will be in for the coming days to finish the snagging. The mag lock is not done on the outside gate, thumb releases aren't on the external doors some damage to the pavilion entry door. ▪ Fire risk assessment is being carried out – this will be written up asap. There are a few things we need to go through ▪ Health and safety: checks will need to be done so LD needs to pass over to us. E.g. Legionnaires (Darren Burgess, BFC Building Surveyor) will carry out a Legionella risk survey and they will tell us what points we need to measure and when. Fire alarm checks will need to be done weekly (one call point each time), practice evacuations will need to be done 6 monthly and emergency light testing will need to be done weekly. Fridge temperature must be 5 degrees and checked weekly. ▪ First aid boxes: we need to purchase this. This could be stored with the defibrillator. ▪ Car park barrier should be sorted in the next couple of weeks and the 	<p>AC</p>

	<p>temporary barriers wont be opened until that is in place. AC to mark up on the hiring agreement that the car park is locked overnight.</p> <ul style="list-style-type: none"> ▪ LD updated us on the MUGA...this wont be until June ▪ EWh will order the bins from the council now we have the keys and can lock them away. ▪ AC to check the hiring agreement has to take home rubbish in it. 	<p>EWh</p> <p>AC</p>
4.	<p>Grand Event/election timings:</p> <ul style="list-style-type: none"> ▪ AC to arrange a show around for the bookers (come and have tea etc etc and have an induction) and chase those who haven't responded about attending as we want to set up our timetable. Need to know ASAP. ▪ AC to add to hiring agreement for long standing bookings that they must have an induction. Arrange a PM and AM induction point – agree a time on the Friday to meet and discuss. All must attend. ▪ Agreed that we would start on 15th June on a skeleton timetable. ▪ Timetable for the day – send out for approval. ▪ AC promotional stuff: mugs are ordered, t shirts and pens/crayons etc have been bought for the day. As for pens / keyrings / etc – these quotes can be kept on file for future events. ▪ Door dropping for the event: flyer should include our logo, website, date and time it starts, 'the mayor will officially open the centre @...'. AC to draft something up and send it around. MR will come up with a quote to print. ▪ LD will chase CF about whether they could donate and support the event and MR will contact TW via the PR company too. ▪ MR to forward AC Shelaghs email to contact re: contacts at Tesco and Sainsburys for refreshments ▪ LD has asked Jennets Park if we can borrow their PA equipment. AC will ask the Ways if they have any stage equipment we can borrow in exchange for their presence on the open day? ▪ LD to contact the childrens centre to see if they want to be present on the day? ▪ MR will make contact with the local PCSOs to see if they would like to be present ▪ We will need to do a shop (LD will find out the suppliers for the other centres) before the event to ensure soap and toilet roll etc is here. 	<p>AC</p> <p>AC</p> <p>AC</p> <p>AC / MR</p> <p>MR/LD</p> <p>MR/AC</p> <p>AC</p> <p>LD</p> <p>MR</p> <p>LD</p>
5.	<p>Expressions of interest/timetable:</p> <ul style="list-style-type: none"> ▪ Timetable work ongoing ▪ Discussions around starting dates: We agreed that 	
6.	<p>Updates from Committee Members and actions as appropriate:</p> <ul style="list-style-type: none"> • Becky has set up facebook and twitter. • Still trying to get hold of old photos and beanbags • 'Stuff to buy': have a list of things we need to buy so we will need to arrange a time to complete this list • LD to send us Matt Howlettes details to pick up some furniture for the office. • MR has a computer that is working that we can have – Amazing! • We don't yet have a licence for playing music – MR is dealing with this. But we hope to have this and play music on the day. • MR may be able to have access to a PAT testing machine which will be useful. • Kelly will update Zumba 	<p>All</p> <p>LD</p> <p>MR</p>

7.	AOB: <ul style="list-style-type: none"><li data-bbox="229 120 802 152">• The group signed the Hiring Agreement.	
8.	Next Meeting: TPCA Meeting: 12 th May 2015 @ 7.00pm @ THE COMMUNITY CENTRE!!!	

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	Done	
5	Hiring Agreements (covering hire rates and terms & conditions of hire etc.)	30/04/15: AC to update with details as LD supplies	12/05/15: Updating with LD details as and when
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	10/03/15: Ongoing	Done
13	Neighbourhood Survey	Done	
14	Organise and manage a Grand Opening Event	30/04/15: Agreed on 20 th June	12/05/15: Done
15	Booking software	30/04/15: Using excel for the time being	12/05/15: Using excel
16	Logo	Done	
WHEN WE TAKE OVER MANAGEMENT OF THE CENTRE			
	ACTION	LAST UPDATE	MOST RECENT UPDATE
1	Public Liability Insurance	30/04/15: MR still investigating	12/05/15: Done
2	Employers Liability Insurance Charity registration	30/04/15: MR still investigating	12/05/15: Investigating
3	Purchase PRS/PPL licences	30/04/15: MR still investigating	12/05/15: Investigating
4	Recruitment & Selection of Centre Manager	30/04/15: MR still investigating	12/05/15: Investigating
5	Recruitment & Selection of Cleaner	30/04/15: MR still investigating	12/05/15: Investigating

6	Set up office space	30/04/15: MR still investigating	12/05/15: Investigating
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