

Newtown Community Association Management Committee Meeting
Monday 8th December 2014 at 7.30 pm, 10 Clifton Hill
Minutes

Present: Su Aves (Secretary), Joan Bond (Trustee), Derek Burnside (Treasurer), Jackie Holdstock (Hut Bookings Manager), James Leigh (Hut maintenance), Rory McNeile (Chair), Michael Parrott (Vice Chair & Publicity).

Visiting: Richard Branston

Apologies: Chris Dent, George Dumble, Dawn Rivers.

	<u>Item</u>	<u>Action by:</u>
1	Review of minutes of the previous meetings. The minutes of the 22 nd September were approved and signed by the chair, as were the 25 th October Forum meeting minutes. George Dumble has now received his gift and expressed his thanks.	
2	Treasurer's Report: Derek reported that our current balance is £11935.94 . The 2013 accounts had been independently examined by Exeter Community Accounting and submitted to the Charities Commission. Rory proposed and Su seconded that Exeter Community Accounting are also asked to independently examine the 2014 accounts. The motion was agreed. Derek will circulate the provisional 2014 accounts at the year's end and instigate the independent examination with ECA.	DB
3	Secretary's Report The Annual Report to the Charities Commission has been submitted. Su will begin working on the 2014 report, which should be a quicker process now that the essential requirements are clearer.	SA
4	The Vision Rory distributed a paper listing the current situation. The planning permission expires on 28 th June 2015. We are encouraged by Ross Hussey to re-apply early, which could include any revised design plans. Richard Branston has received assurances from University of Exeter Vice Chancellor Steve Smith of 'help in kind'. The Executive will be willing to provide assistance in writing funding bids, negotiating with building contractors and with some degree of project management. Geoff Pringle has also offered help in providing the initial stage of information gathering, and awaits our response. Richard is concerned that our New Homes Bonus funding may be reassigned after the current March 2016 deadline. He encouraged us to both pursue the Big Lottery Funding <i>and</i> work on a cheaper 'Plan B', possibly the 'Log Cabin' option, which our current funding makes achievable. We agreed that pursuing the Big Lottery Fund with the University's assistance to achieve the original vision is still worthwhile, but we will need to have reached a decision on whether to proceed with the original 'Vision' by at least June 2015. To that end Rory will write to Geoff Pringle and request a meeting; Rory, Derek and Michael will attend. James will research the log cabin option and arrange a potential meeting and visit to Countess Wear School in January by him and Su. James will put the Countess Wear PowerPoint up on Dropbox for us to have a look at.	RM JL JL
5	Events: Halloween Café , Saturday 25th October, 5pm. Fewer people attended than previous years, but it was a manageable number. The Halloween Cafe's costs exceeded income by about £60, which will come from the NCA funds.	

	<p>Craft Fair. Sunday 30th November. Went very well, and worth repeating. Thanks to Elena and Steve and Sally for overseeing the Cafe.</p> <p>Winter Warmer, Sunday 14th December, 6pm. NCA Choir is booked to perform. Rory will invite user groups this week. The Palmers will run the Cafe. £3 per head for adults will be charged; we noted that the nature of the event has broadened since its initial 'thank you to users' purpose. Rory will organise the entrance arrangements. Christmas decorations are underway. There may be additional alcohol available.</p> <p>AGM: Now on Sat 21st February 2015, 10.30 – 12 noon. Guests could include the uni Social Media expert. Rory will explore. Rory will draft the annual report, with Michael's assistance, Derek will complete the 2014 accounts and if possible have the accounts independently examined before the AGM. Post holders to be appointed.</p>	<p>RM RM</p> <p>RM RM/DB</p>
6	<p>Hut Issues</p> <ul style="list-style-type: none"> • Football/Graffiti Wall rebuild: James had sought local quotes for the rebuilding of the Football Wall, and the job has been given by ECC to Paul Bradnock of PB Design & Build. Liability cover is currently being assessed; they are expecting to start the job in January. • Hut repairs. M Drew has repaired the rotting woodwork and has improved the doors, although some closure issues remain. • Fire Safety The examination of the fire equipment has been completed and the certificate issued and displayed on the H & S board. • Electrical Examination Rory will find the last certificate and check it's current. • Health and Safety Joan has assessed the H & S requirements and will be working on outstanding issues and ongoing monitoring. • Party Bookings and End Times We agreed to reiterate our current policy, that users must vacate the hut by 11pm. We will clarify that amplified music must remain in the hut, and doors kept shut when loud music is playing; Su will amend the users' instructions. They will also include an instruction to users to factor in their 30 mins clean-up time, and that they must vacate the premises, left clean, by their finish time. • Hut Costs: We posited a rise of £1 on both regular and occasional user rates, largely driven by our anticipated General Fund loss of an anticipated £400 this year. Su will research comparable costs. Rory and Derek will make a provisional proposal at our next meeting before putting any rise to a vote at the AGM. • The Jazz Club/Art Club project. Rory will reply to Peter Montgomery's email. • Bookings Secretary. Jackie will be looking to step down as Hut Manager in due course, so we should be looking for the next generation hut secretary. We will all remain alert. We again expressed our thanks to Jackie for all she does. • Publicity Board. Rory will action. 	<p>RM JB</p> <p>SA</p> <p>SA RM DB RM All RM</p>
7	<p>AOB</p> <p>We agreed to host the Community Associations' Gathering; Derek will contact Diana Moore and make that offer, and suggest Thursday 19th March, 7.30pm</p> <p>Derek reminded us all that any expenses claims should be in as soon as possible, please, and certainly by the year's end.</p>	<p>DB All</p>
8	<p>Date of next meeting: Monday 26th January 2015 7.30pm. 10 Clifton Hill.</p> <p>AGM: Now on Sat 21st February 2015, 10.30 – 12 noon. Belmont Park Hut</p> <p>Exeter Community Associations Gathering: Thursday 19th March 2015. Belmont Park Hut</p>	