

**Newtown Community Association Committee Meeting  
Monday 16 December 2013 at 7.30 pm, 10 Clifton Hill**

**Minutes**

**Present:** Su Aves, Derek Burnside, George Dumble, Jackie Holdstock, James Leigh, Rory McNeile, Michael Parrott

**Apologies:** None.

	<u>Item</u>	<u>Action by:</u>
1	<b>Apologies:</b> None.	
2	<b>Review of Minutes</b> of 19.11.13. Minutes were approved to be an accurate record of the meetings and signed by the chair. <b>Matters arising not elsewhere on the agenda:</b> None.	
3	<b>Holding Trustees (HTs).</b> Joan Bond (already a HT) and Jackie Holdstock have both verbally agreed to be HTs, and Rory will confirm that in writing. Rory will write to Simon Persighetti and Peter Morgan informing them that their tenures as HTs have finished. (George will get Simon's address to Rory and Michael will get Peter's.) Rory McNeile and Su Aves both formally resigned as HTs at this meeting, as under the new constitution their membership of the management committee precludes them serving as HTs.  We are advised to consider becoming a Limited Charitable Company, which significantly limits the liability of any trustees. This will become particularly important once the NCA owns a valuable property. As the Vision completion gets closer we will give this further consideration.	RM GD/MP
4	<b>Secretary:</b> Someone has been approached. She may consider it in the future. Lou and Steve Fearn are behind the excellent Portland Street Advent Calendar. Su will approach them about coming to the next open committee meeting, to talk about the calendar initiative. They are both already involved in various roles in Newtown School.	SA
5	<b>Future Meetings: Agreed at the last meeting.</b> Su will send Michael and Peter all the future dates for inclusion on the newsletter and website calendar.	SA
6	<b>Treasurer's report:</b> A full report will follow when the 2013 accounts are submitted for the January meeting. Current balance stands at <b>£5028.11</b> , but yet to arrive in the account is approx £6k of 'Granted' fees to be drawn down from funds held by the Council. CVS will be approached to audit the accounts.	DB
7	<b>Bookings:</b> Jackie reported that 140 occasional bookings had been taken this year in addition to our regular users. Bookings for 2014 are already coming in, and capacity is already stretched. Su will get an additional key box key cut for James.	SA
8	<b>Police Report:</b> None received. Su will pursue one for the January meeting.	SA
9	<b>The Vision:</b> Alex from 'Granted' has updated Rory. The NHB homes bonus application will be submitted this week. Alex will be at the January 27 <sup>th</sup> meeting. Rory has also sent Alex details of the University Community Fund. Any grant will be small but welcome, and potentially recurring. Derek will finalise the business plan and forward it to Alex.	DB
10	<b>'Development Delivery' document:</b> Michael will be attending this meeting on 18 <sup>th</sup> December and will report back at the open 27 <sup>th</sup> January Forum.	MP
11	<b>DDA grant update:</b> Delivery in progress.	

12	<b>£5000 Park improvement contribution:</b> £2500 may be available to us, and could go towards making and installing two extra notice boards, at the Belmont Road and Blackboy Road entrances. Emily Matthews is the artist who designed our existing board. George will make contact with Emily for a quote. James will also get an informal quote from Simon 'Nelderwelder'.	GD JL
13	<b>Employment of Cleaner:</b> Derek presented the draft employment agreement, which was agreed. Su will send Derek the 'What to clean' list to include with it. Derek will finalise the wording and will approach Lyn. Derek will also purchase a Christmas gift for Lyn.	SA/DB
14	<b>Banners/poster:</b> Derek and Michael had met and designed two banners, for the long and short sides of the hut. The committee approved the designs. Derek will arrange their manufacture. To be ready for the first Café of the season (April),	DB
15	<p><b>Events and Cafes</b></p> <p><b>Review</b> Dec Winter Warmer went very well. Church Carol Singers attended in addition to the NCA choir. We recorded a vote a thanks to Sally and Steve Palmer, Liz Simonetti, and the choir. Derek will email them.</p> <p><b>Future Cafes/Events 2014</b></p> <ul style="list-style-type: none"> <li>• <b>Bike Maintenance Café: Sunday 13<sup>th</sup> April.</b> Jackie will ask the 'Chain Gang' if they'd be willing to host a community bike clinic. If so Rory will discuss with them.</li> <li>• <b>Arts Café/ Toy and Book Sale</b> (with Scrap Store, Cat Thomas) <b>Sunday 11<sup>th</sup> May.</b> Michael will approach Cat and the Toy library.</li> <li>• <b>Dog Walkers Café/Health Café</b> (in association with the university), <b>Sunday 20<sup>th</sup> July.</b> George will talk to Sally Palmer and Dinah (dog walker) and Elena Milego to assess their willingness to assist in its running. George and Rory will jointly take the lead.</li> <li>• <b>Joint NCA/Friends of Higher Cemetery History café event</b>, led by Michael. <b>Sunday 3rd August:</b> WW1 anniversary event.</li> <li>• <b>Food festival. Sunday 14<sup>th</sup> September.</b> All day. Jackie will talk to Maurice from the Devon African Community to ensure their involvement is agreed. Su will take the lead on it.</li> <li>• <b>Halloween Café</b>, led by Michael and Derek. <b>Saturday 25<sup>th</sup> October. 5pm.</b> Michael and Derek will lead.</li> <li>• <b>Craft Fair Sunday 30<sup>th</sup> November, 11 – 4pm.</b> Elena to take the lead.</li> <li>• <b>Winter Warmer, Sunday 14<sup>th</sup> December, 6pm.</b> Rory will take the lead, with Peter Montgomery.</li> </ul> <p><b>Respect</b> is happening on 31<sup>st</sup> May-1<sup>st</sup> June  <b>Qigong</b>, (Thurs, weekly) and Social Cafes (2<sup>nd</sup> Weds monthly) continue. Su will contact Rory Cunningham to arrange leaflet distribution by students.  <b>Choir</b> (weekly Tuesdays) continues.</p>	DB  JH/RM  MP GD RM MP JH SA MP/DB EM RM  SA
16	<b>Digital Newsletter</b> update. Michael was commended on the Newtown News. Great job!	
17	<b>Hut repairs/Health and Safety</b> James will do some work from this Friday. George will lend James his key cupboard key. We are all requested to complete the new maintenance book on the shelf above the fridge, when we spot things needing attention.	JL/GD All
18	<b>Memberships:</b> Membership of NCA is for all residents in the Newtown Ward. A sign-in system will be retained for our meetings so we can, if necessary, check the eligibility of attendees to vote. Su will draft a sign-in form. We agreed to renew our <b>Scrap Store membership</b> . Derek will renew our membership.	SA DB
19	<b>AOB:</b> We are not sending out the Fire Notices to all users, but they are up in the hut for users to read. <b>Web Site.</b> We need to update sections of the site. Rory and Su and James will send blurbs and pictures to Peter. Su will ask Peter to remove Ian Harrison and	RM/SA/JL

	<p>Gay Smith from the Community Page. Michael will discuss with Peter whether he could directly access the site to update the events page.</p> <p><b>Minutes</b> to go to Management Committee and Holding Trustees. Once they have been approved at the following meeting they will go on the Website, and the Newsletter will encourage people to visit the site.</p>	<p>MP DB MP</p>
<b>20</b>	<p><b>Date of next committee meeting :</b></p> <p><b>Open Forum meeting 27<sup>th</sup> January 2014 at 7.30pm.</b> Agenda to include:</p> <ul style="list-style-type: none"> <li>• Portland Street Advent Calendar report (if the Fearn's are available),</li> <li>• WW1 remembrance arrangements,</li> <li>• Finance update,</li> <li>• 2014 Café Dates,</li> <li>• Granted Update,</li> <li>• Development Delivery,</li> <li>• AOB.</li> </ul>	