

**Newtown Community Association Committee Meeting
Monday 2nd July 2018 at The Globe
Minutes**

Present: Rory McNeile (chair), Steve Palmer (secretary), Gareth Carey-Jones (treasurer), Ella Westland, Jackie Holdstock, Peter Montgomery, Jo Evans, Jayne Leaver, Judy Pattison, Richard Branson, Su Aves

Not available: James Cotter (publicity secretary), Julia Crockett, Karolina Borkowska-Knight

	<u>Item</u>	<u>Action by:</u>
1.	Apologies / Welcome <u>Agreed</u> to invite Karolina Borkowska-Knight to become a Trustee	SP
2.	Minutes of last meeting / matters arising Minutes of committee meeting of 19 th March 2018 (circulated). Minutes were not taken of the Open Forum Meeting 2 nd June 2018 Matters arising. <ul style="list-style-type: none"> • Policies – see below under website • Membership • Print version of newsletter – Discussion. Jayne to request number of hard copies, Ella and Rory to coordinate printing 	
3.	Treasurers Report Finance – accounts in good health, balance of about £20K. Old bank account- now inactive; to be closed. Discussion of reserves. Judy Pattison – given building project state, reserves should be retained for future finishing and projects (e.g. wifi) Roots band received Devon CC grant. Community choir – proposal for multi-cultural choir event; possibility of grant, with match funding (including volunteer time).	GCJ PM
4.	The Vision - <ul style="list-style-type: none"> • Bids to Exeter Legacy Fund, Jewson Communities fund unsuccessful • Contract for frame already signed. • Need to show ECC that the building is affordable before land lease can be signed. Need lease signed before main building contract. • Initial tenders for main contract, 4 invited, 2 returned. Both more expensive than expected. • ECC has allocated extra £150K for hut project plus £50K for Park improvements (if required, this could be used for building). • Meetings with both tenderers to reduce costs – esp protective matting. It has been agreed that City Parks would do some of the making good, including play equipment changes, seeding not turf. Tree protection can be reduced. Cheaper options for roof covering. Staircase to be wood. Community will do interior decoration. One company has provided a reduced cost, the other is awaited. 	RM

	<ul style="list-style-type: none"> • Heating has not yet been costed, probably air-source heat pump with under-floor heating. • Cladding – English Larch. • Budget includes contingency for connection to main drains. • City Parks suggest fence moved so path connects to building, with main entry from path without entry to children’s area. NCA would be responsible for the additional area between building and existing path. Disability ramp and bicycle bars in this area. Agreed. • Discussion of negotiating “open books” approach to finance with main contractor. <p><u>Proposal</u> that the Committee delegate responsibility to sign contract with builder and ECC lease to Chair, Treasurer and Secretary within guidelines as agreed. Proposed: Jackie Holdstock, seconded; Peter Montgomery – passed unanimous.</p> <ul style="list-style-type: none"> • Kitchen design – to be proposed. Steve to consult then circulate ideas for discussion. 	<p>RM RM</p> <p>RM,SP, GCJ SP,all</p>
<p>5.</p>	<p>Projects</p> <p>Friends of Belmont Park – Jo Evans (thanks from Chair)</p> <ul style="list-style-type: none"> • Rory had conversation with ECC Parks (Paul Faulkner). View – designated as a major park, therefore should be supported. ECC keen to launch consultation over redesign. Most of equipment in older children’s area life-expired and surfaces no longer suitable. • Further financial support not ruled out by current provision. • Need to look at parameters of consultation, and that maintenance is included. • Jo Evans reported – consultation so far with families. Swings very popular. Would like wooden fort type climbing frame. Have gone as far as possible without funding and engagement with ECC Parks. 10 individuals willing to be involved with FOBP. • Su Aves – suggested sending rep to ECC Community Grants and Arts Grant Review. • Committee <u>agreed</u> that Jo should contact Paul Faulkner. • Jo will arrange notices when swings to be removed. • Planters will be removed before work starts. 	
<p>6.</p>	<p>Hut usage, bookings</p> <p>Discussion about when hirers leave windows/doors open or mess. No new action agreed.</p>	
<p>7.</p>	<p>Hut Issues</p> <p>Cupboard doors replaced. New clock bought, not yet fitted. Tablecloths and other kitchen items have disappeared. Table left by Respect Festival – Suuad to be contacted.</p>	
<p>8.</p>	<p>Website</p> <p>Discussion of new website. Leaders of the NCA Events to edit their own pages. Separation of “NCA events” from “regular users”. Links for regular users can be offered (up to one paragraph, one photo and hyperlink), on a regular users page. <u>Agreed</u> that members would ask Peter for any significant changes before Friday 6th July, then new site would go live. New mail system should go live at the same time.</p>	<p>PM/SP</p>
<p>9.</p>	<p>Communications</p> <p>Newsletter to be moved to Mailchimp, including free facility for GDPR compliance. Discussion of implementation. No decision on timetable yet, but not till after new website bedded in. Training probably needed, but not yet defined.</p>	

	Social Media – Questions about cross-posting between Jayne Leaver Community Builder feed and NCA feed. Rory to contact James and discuss how things are going.	RM
10.	Dates of Open Forum meetings See below – aim for shortly after the builders start work.	
11.	Other Events Music in the park – successful. Suggestion to continue the link with the school choir, perhaps for Winter Warmer. June Tunes – community involvement valued. Need to get more people volunteering for café – will need to purchase food hygiene courses for volunteers. Fund-raiser for Exeter foodbank – October. Agreed that this will be NCA event. Winter Warmer – probably Sunday 16 Dec. Link to Belmont carol singing. Steve to check Belmont dates and confirm with Peter.	PM All PM SP/PM
12.	AOB Trustees – Judy Pattison will offer resignation at next AGM due to other commitments. Jayne Leaver Community Builder report: <ul style="list-style-type: none"> • Mapping of community activities and groups • Free Movement group in the Park, 6:30 Tuesday evenings. First one was 26 June • Notice boards – need for more. • Su Aves – following removal of cherry tree in Clifton Road (DCC land), could put small tree, or explore possibility of notice board. • Sandford Walk (DCC land) – DCC officer wants evidence that Sandford Walk land is wanted by community, and prepared to be involved, e.g. bird boxes, wild flowers etc. • “Developing Me” project coordinator has made contact about potential gardening activities involving their clients. Other items <ul style="list-style-type: none"> • Respect Festival. • Clifton Hill green space (Ella). Decision by ECC to close Sports Centre and sell off green space. Six people have set up @savecliftonhillgreenspace on Facebook, with twice-weekly walks. The brickworks building is only locally listed, exploring how to get Grade II listing. Another group is trying to save the Sports Centre. Dawn Rivers to lead on community consultation. ECC plan to carry out survey by October. 	
13.	Date of next Committee Meeting – (provisional) Monday 10 September To be before Open Meeting shortly after builders start.	