

**Newtown Community Association Committee Meeting  
Friday 5<sup>th</sup> April 2019, 6:15pm at the NCA Hut  
Minutes**

**Present:** **Trustees** Rory McNeile (chair), Steve Palmer (secretary), Julia Crockett, Ella Westland, Jackie Holdstock, Peter Montgomery, Karolina Borkowska-Knight, Dave Hunt (maintenance), Jo Evans  
**Non-voting** Su Aves, Chris Bell, Matthew Vizard  
**Apologies:** James Cotter (publicity secretary), Gareth Carey-Jones (treasurer), Jayne Leaver, Richard Branston  
**Not available:**

	<u>Item</u>	<u>Action by:</u>
1.	<b>Welcome / Apologies</b>	
2.	<b>Minutes of last meeting / matters arising</b> Minutes of committee meeting of 28 <sup>th</sup> January 2019 and Open Forum 23 <sup>rd</sup> February 2019 (circulated). Jo Evans co-opted as Trustee, to act as link to Friends of Belmont Park and ECC Parks and Open Spaces.	
3.	<b>Potential future use of the old hut.</b> – (Chris Bell, Support worker, Exeter Community Initiatives) Concept is that it should become a “shed” for an environment and ecology centre, including eg transitions Exeter, Wonford Planters, Permaculture Association. Aim would be to strengthen local community through ecology, planting etc. Information from ECC indicates that proposals are welcome and would be considered. NCA committee would consider any proposal and may support if appropriate. It is recognised that demolition would return the space to play area.	
4.	<b>Launch event for new building</b> – (Peter Montgomery) – 29 <sup>th</sup> June. Peter and Jackie have prepared a draft Action Plan. Aim is to open and promote the new facility, so users will showcase their activities. Decision needed on VIPs to cut the ribbon. Publicity – trifold leaflet, with summary of groups, section on needs, sponsors. Flyer and posters. Brief Members beforehand to be able to answer questions. Catering needs to be considered, potential for e.g. Food Festival people to be involved. Events - Roots Band, Choir (this will also be final event by current Choir leader), Newtown School. Other local groups, e.g. Flute Cake. Need person to lead on catering. Discussion – coincides with Armed Forces Day. Other Bands? Invitees? – Ben Bradshaw, Mayor, oldest local resident, school child as prize for essay/picture. Peter to ask Michael Parrott for ideas. Jo Evans willing to help on proof-reading etc. Woodcraft folk likely to help with games. Book the Polsloe marquee (Rory). Budget for event – NCA contribution up to £1,000 Peter to circulate revised action plan.	PM          PM RM
5.	<b>Policy for use and management of the new building</b> – Major issue – most similar organisations employ a building manager. There is an expectation from users that the service should be professional. Broad principle to be discussed at AGM – that a manager should be employed (e.g. 3 hours per day), including organising bookings, volunteers, cleaning, security. Probably use a payroll company.	

	<p>Karolina – has numbers of people wanting to book for the summer. Decided that we should take bookings, with July and August as transition. Aim for new building to be fully operational from September. Charging structure: smaller room at same rate as currently; additional charges for other rooms and facilities. Charging structure to be discussed at AGM.</p> <p>Rory and Steve to prepare invitation letter for AGM. Julia and Karolina to coordinate on sending.</p> <p>Need to define cleaning and security. Named person for H&amp;S. Insurance (liability insurance has been checked).</p> <p>Transition to new building should involve hardening up on policies including GDPR.</p> <p>Many other community buildings have a regular café run by a person/group on a for-profit basis – suggestions should be invited.</p>	<p>KB</p> <p>SP</p>
<b>6.</b>	<b>Bookings</b> – (Karolina) – need to sort out invoicing – more users are demanding formal invoices.	GC
<b>7.</b>	<p><b>Play area development</b> – Friend Of Belmont Park (Jo Evans) –</p> <p>Difficult to get interest, most people asked want “better stuff”. Jo still driving the group, with 6 families involved. A lot of research with kids and park users.</p> <p>Now need to come up with a plan. ECC suggesting phased approach, phase 1 to use £50,000 already allocated.</p> <p>3 companies visited (Two were designer/consultants plus Kompan). Suggestion from Kompan was to select items and placement and then detail the costing.</p> <p>For phase 1, suggest both buildings should continue in place.</p> <p>Jo will put together draft proposal.</p>	JE
<b>8.</b>	<p><b>Treasurers Report</b> –</p> <ul style="list-style-type: none"> <li>-Due to going over the £250k threshold (which was not expected with the original new hut budget) the audit is more difficult but should still be done by the AGM.</li> <li>-The 'shortfall' on bookings reduced once we looked into the accounts in more detail and now any gap between this year and last is not material.</li> <li>-New Hut budget continues to be tight but deliverable we think.</li> <li>-Looking at improving the way we track and monitor hut booking payments.</li> <li>-Mention of being gift-aidable</li> <li>-Roots and Choir also asking about option of payments by card at the venue (not done anything with that yet).</li> <li>-Outside of the new hut the week to week finances are as expected.</li> </ul>	
<b>9.</b>	<p><b>The Vision</b> – Finance – Accounts circulated. Project costs continue to be very tight. If we don't do internal doors and floors, then we should be just under budget. Not fitting the internal doors reduces liability to allow for adjustments to external works. It was decided that we would finish the outside of the building as the top priority. Option for supply-only of doors, and use volunteer labour.</p> <p>Progress – Building will be handed over on 10 May, but will probably lack floorings, internal doors and kitchen cupboards.</p> <p>Deadline for final finishing is 29 June.</p> <p>Decision needed – Front door entry system. Alternatives – simple keypad (2 votes) or cloud-enabled entry system (3 votes) – decided on cloud-based.</p> <p>Planter areas at front of building – Su Aves to provide contact interested in planting.</p>	<p>RM</p> <p>SA</p>
<b>10.</b>	<p><b>ECC Consultations</b> – Parks and Green spaces (Friday 12 April) – Julia will go to one of the sessions, and coordinate with Jo.</p> <p>Grants Review (Wednesday 10 April – Steve to go, Rory cannot - and Thursday 11<sup>th</sup>). Rory briefed on CIL funding, Exeter Community Forum and grass-roots grants.</p>	<p>JC</p> <p>SP</p>
<b>11.</b>	<p><b>AGM agenda and preparations - 10:30 am, Saturday 11 May 2019</b> –</p> <p>Name – “Newtown Community Centre” – to be discussed/confirmed at AGM.</p> <p>Trustees – need to bring more people on board, and rejuvenate the committee. James Cotter and Ella Westland are standing down. Jo Evans and</p>	

	Dave Hunt (recently co-opted) will stand for election. Steve to prepare and circulate draft agenda. Advertising – Rory will contact the Express & Echo communities page.	SP
<b>12. Projects</b>	<b>Clifton Hill Green Space</b> – (Ella Westland) – Council agreed to sell – (Matthew Vizard) – minimum of 10% of green space retained by ECC. <b>Brickworks building restoration grant</b> – (Matthew Vizard) Brickworks building likely to be preserved (but subject to detail of planning). <b>Sandford Walk Open Space</b> – (Su Aves) – Brambles have been cut back. Other issues continuing. <b>Codrington Street planting</b> – ECC grant received, planting work started, using Belmont Chapel rear car park. <b>Belmont Park noticeboard and bench</b> – Noticeboard has been bought with grant. Agreed to spend £150 on installing. Ella and Jo to agree location and follow up on installation of bench with Parks.	EW/JE
<b>13. Hut issues</b>	– maintenance No significant issues	
<b>14. Other Events</b>	<b>Community café</b> – Sunday 14 April 1:30 – 3:30 Discussion with a new group planning a support group for people with dementia.	
<b>15. Website</b>	- NTR	
<b>16. Communications</b>	– Newsletter (Ella) – one soon, one after the AGM. Need a new editor after that. Social Media – James willing to continue.	
<b>17. Other Events</b>	– Respect Festival 8 – 10 June. Launch Event 27 April at Barnfield Theatre. New building not ready. No to NCA stall at Respect. Will put noticeboard outside building explaining progress	
<b>18. AOB</b>	None	
<b>19. Date of Next Meeting.</b>	<b>Monday 29 April 2019, 7:30 – meet outside the hut, walk the play area then at the Globe.</b>	
<b>20. Meeting closed</b>	<b>21:35</b>	