

**Newtown Community Association Committee Meeting  
Monday 19<sup>th</sup> March 2018 at The Globe**

**Minutes**

**Present:** Rory McNeile (chair), Steve Palmer (secretary), Gareth Carey-Jones (treasurer), Ella Westland, Julia M Crockett, Jackie Holdstock, Peter Montgomery. Su Aves, Jayne Leaver, Mark Howard

**Not available:** James Cotter (publicity secretary), Judy Pattison.

	<u>Item</u>	<u>Action by:</u>
1.	<b>Apologies / Welcome</b>	
2.	<b>Minutes of last meeting / matters arising</b> Minutes of committee meeting of 22 January 2018 and AGM approved. Matters arising. <ul style="list-style-type: none"> <li>• Landscaping near Newtown Primary – work is in progress.</li> </ul>	
3.	<b>Treasurers Report</b> Appointment of Examiner. Agreed to appoint Martin Cronin as Examiner, as per quotation. Fees for the Vision project are being paid through the NCA account and then reclaimed from the City Council project fund. Bernard Sunley fund and Coastal Recycling fund money requires work to start before the end of September. Bid made to Exeter Legacy Fund – refused, but new fund starts in April, application to be made.	
4.	<b>The Vision -</b> Need to respond to Simon Spencer on outstanding issues. Four builders likely to bid. <ul style="list-style-type: none"> <li>• Kitchen design. Discussion of issues – dishwasher, industrial equipment, work surfaces. Agreed to ask for draft kitchen design, then discuss.</li> <li>• Brief discussion of storage and stairs.</li> <li>• Cladding. Wood – gives environmental message, similar to current hut, maintenance, fire-proofing, Canadian red cedar or UK red cedar, locally sourced wood. Cement-based – need to check that cut ends are same as face colour. Design of especially veranda increases vulnerability to arson. Decision: to choose a timber system which is as good as possible for fire-resistance and maintenance.</li> <li>• Heating. Discussion led by Mark. Modelling energy not yet available; Mark will produce summaries of options when available. Options: Gas with wet central heating / direct electric heating, storage plus panel heating / biomass boiler (unlikely) / ground source heat pump (very high initial cost) / air source heat pump / Discussion of electric systems, including PV and battery.</li> </ul>	All
5.	<b>Projects</b> Friends of Belmont Park – no report	
6.	<b>Membership</b> Sec reported on development of the Membership list, including impacts of GDPR.	SP/JP

	Need to develop written policies, especially concerning management of personal information.	
<b>7.</b>	<b>Hut usage, bookings</b> Discussions of issues with the overlap period between bookings. Policy is that hirers should lock the door during their sessions if they wish; then only the next hirer (or other authorised people) with the code will be able to unlock. Policy is that hirers should only occupy the hut during the period they have paid for. A gap will usually be left between bookings typically of 30 minutes, but hirers will not have rights to extend into that time.	
<b>8.</b>	<b>Hut Issues</b> Maintenance – toilet light replaced. Fireguards now attached to walls Dripping tap ok. Fire blanket needs replacing.	
<b>9.</b>	<b>Website</b> New website prototype up and available. Wordpress website. Check on editing control for groups of pages. Discussion of calendar facility. Peter will circulate details. Possibility of using Mailchimp. Peter, Steve, Ella to meet with Dragonz Designs.	PM/GCJ
<b>10.</b>	<b>Community Builder:</b> 12 May – Litterpick in Park followed by tea & cake in St Matthews 28 April – “You are welcome” picnic in the park organised by Kitty Howarth. Noted issue with regular booking by German families. Linking to Friends of Belmont Park. After-school activity clubs being run at St Matthews hall. Discussion of notice board, plywood needs replacing. Groups need to improve their publicity. Need to distinguish NCA events from other groups.	EP/JMC
<b>11.</b>	<b>Communications</b> Newsletter – discussion of principles concerning publicity (newsletter and website) for organisations using the hut. Printed copy of newsletter – need for large-print version. Agreed to try again. Social Media – report from James Cotter – social media reach increasing.	
<b>12.</b>	<b>Dates of Open Forum meetings</b> Forum Meeting 10am 12 May with Exeter Cycling Campaign (followed by litter pick)	
<b>13.</b>	<b>Other Events</b> Respect Festival – 30 June / 1 July 2018. 23 June – NCA Choir & Newtown School Choir event. NCA to organise café. Plus Toy Library. NCA to sponsor Exeter Cycling Campaign	
<b>14.</b>	<b>AOB</b> Julia will be changing job from 25 June, therefore will need to hand over bookings. Report – 15 March visit to recycling plant, very successful. Requested Jayne Leaver to facilitate information with Newtown School about changes to play equipment, especially swings.	
<b>15.</b>	<b>Date of next Committee Meeting</b> – Not fixed, see Forum Meeting above.	