

Newtown Community Association Committee Meeting
Monday 1st July 7:30 pm
Newtown Community Centre, Belmont Park.

AGENDA

1. Apologies/Welcome

Present : Peter Montgomery, Jackie Holdstock, Steve Palmer, Dave Hunt, Moragh Mason, Doris Marcelo Sanchez, James Leigh, Rory McNeile (via skype); (non-voting) Jayne Leaver, Su Aves.

Agreed that Peter should chair (proposed James, seconded Jackie).

Apologies: Karolina Borkowska-Knight, Julia Crockett, Nikki Milican

2. Review of Minutes: Committee meeting 05 April 2019, AGM 11 May 2019
Matters arising not elsewhere on the agenda: none.

3. Treasurer's Report:

No report

4. Trustee roles and responsibilities

Chair – Peter

Secretary - Steve

Bookings Manager – Karolina willing to continue pro tem.

Treasurer – Gareth wishes to stand down but continue to assist.

Discussion of the role – first task likely to write a job description. No volunteer willing to stand.

Building Project Manager - Rory

Discussion of Building Manager – appointed manager employed (say) 3 hours per day for managing bookings, day-to-day finance and building issues.

Trustees would manage the staff member. Therefore need to write a job description, advertise it and see who is interested. Potential to manage through ECI or a private sector company. Discussion of cover in addition to the manager – manager would arrange a volunteer rota. ECI already manage Exwick Community Centre.

Peter – may need to use more hours during the setup period. Dorcas – could find a recently-retired person.

Policies need to be put in place.

Action: Peter (with help from Jayne) will contact ECI to investigate possibilities. Also ask CoLab.

Action: Rory will contact Newcourt Community Centre about their arrangements.

Maintenance – Dave to continue

Newsletter – Can continue for present with contributing to Jayne's newsletter. Therefore task is to collect and collate information.

Membership - Nikki Milican is willing to take on membership.

Social Media – Natalie and Michael Parott trying to sort out Facebook issues.

Fund-raising manager – Discussion of role and fund-raising strategy.

Decided a separate consultations and liaison manager is not needed, but is a shared responsibility of Trustees.

Events manager – Potential to discuss with Nikki when available.

Green/sustainability issues: James Leigh

Suggestion – identify skill sets among the Trustees – Morag will organise this.

5. Policy for use and management of the new building

Feedback – Doris – need to take into account the possibility of interference between bookings, especially for activities requiring quiet. Discussed and decided to re-evaluate after the operational period.

Jackie – question about commercial use, agreed that company use for internal meetings should be prevented.

Discussion of checking toilets, sanitary bins, nappies and tampons and waste disposal.

Doris – hirers should have own insurance, health and safety, safeguarding.

Need to add DBS and policy checking of hirers.

Jayne – suggests a visible check-list for start and end of hire.

Jackie – storage. Needs to be decided and paid for (Rory) – spaces will be let separately at a fixed price.

Cleaning equipment – broom etc in each room. Discussion of cleaning materials, mop and bucket etc.

Doris – set-up and clear-down period. Discussion of minimum of 30 minutes for setup, with minimum event period of 30 minutes.

Discussion of new furniture.

James – usage by community members; costs should remain as affordable as possible. Discussion of children's parties and options to hire large or small hall.

Su – query about rules regarding food and hire of the kitchen. Need to include a rule that any electrical equipment brought in is PAT tested; kettles and portable cookers are not acceptable.

Agreed – Steve to collect any further comments by email and to re-draft the document and circulate.

6. Launch event for new building

Planning for Saturday 21 September. Aim is to get the building in use and identify snags, with selected groups, especially the NCA groups.

Getting help with volunteer roles.

7. Agenda Items 7 onward deferred to next meeting.

Date of next committee meeting - Monday 15 July @ 7:30 pm.