

**Newtown Community Association Committee Meeting**  
**Monday 15<sup>th</sup> July 7:30 pm**  
**Newtown Community Centre, Belmont Park.**

**AGENDA**

**1. Apologies/Welcome**

Present : Peter Montgomery, Steve Palmer, Moragh Mason, Doris Marcelo Sanchez, James Leigh, Rory McNeile, Nikki Milican;  
(non-voting) Su Aves.

Apologies from Jackie Holdstock, Dave Hunt, Karolina Borkowska-Knight, Gareth Carey-Jones, Jayne Leaver

**2. Review of Minutes:** Committee meeting 1 July 2019

NOTE: The meeting of 15 July is a continuation of the meeting of 1 July.  
Clarification and discussion of the need for a Treasurer as a Trustee role.  
Decided that the Trustees would ask their contacts for a volunteer.

**3. Treasurer's Report:**

None available.

**4. Policy for use and management of the new building**

New draft issued. Discussion of making tea. Decided that making tea would not necessarily require booking of the kitchen. Possibility of booking the kitchen for part of the duration of a room booking (probably 30 minute slots). Add sentence "If you are cooking or preparing food, you must book the kitchen. For making drinks only, then you should first check if another group has booked the kitchen and then negotiate use, and accept that the group with the booking can refuse access." Agreed to redraft rule 25.

Discussion of access rules and timings.

Agreed to add "and on leaving the building" to rule 1.

Another draft to be circulated.

**5. Launch event for new building**

Meeting on Wednesday 17 July to discuss event.

Can go public on date – 21<sup>st</sup> September, 11am – 3pm.

Discussion of people, organisations and representatives to be invited – ECC, DCC, sponsors; schools and other local groups. List to be drafted and circulated for comment (Action: Rory).

Objects: introduce the new building, introduce the rules and booking mechanism; showcase the events and activities using the Centre. Ideally two 15-minute sessions for each user group.

Put out, say, three areas to highlight for community involvement.

**6. Play area development** – Friends of Belmont Park – report back.

Concerns about Herras fencing – Parks has not acted, Rory will remind.

Debbie Thomas has volunteered to plant the beds. The Good Runners people will assist on 20 August.

**7. The Vision** - Finance

All bills paid apart from the Fifi fields retention. Outstanding commitments are £9k retention, £3K for security system, £9.5K for carpenters fitting doors and

floor. £20K held for demolition. Small amount may be used for decoration; blinds and other finishing touches. DCC grant application in progress.

Progress – some glitches, lighting, Velux windows.

Carpeting and stairs not yet covered.

Items for decision. Number of key fobs required - agreed to get three initially. Agreed initially that we would not have a key safe on the building, but will re-examine in the light of experience.

Rory will examine fitting a (fireproof) postbox and get Postcode registration.

Discussion of carpet tile sponsorship and details on website.

Discussion of sponsorship, gift-aid and crowd-funding.

8. **ECC consultations** – Parks and green spaces – ideas for three super play locations seem to have been disliked, and investment will go into all. However, money is limited, so community groups are encouraged to raise money.

Grants review – Aim is to set up a single City fund, with a representative panel to manage the allocation. Devon used to put funds into Exeter strategic board, but DCC grants are now managed directly by DCC under several grant headings. Both DCC and ECC councillors have locality grants available. NCA is set up to be the umbrella organisation for grant applications by other groups.

9. **Projects:**

- a. Clifton Hill Green Space – no decisions yet. All green spaces being considered.
- b. Sandford Walk open space. Nothing happening.
- c. Codrington Street planting – successful, finance needs to be sorted out.

**Bookings** – New building bookings are on the calendar. Agreed to have a conversation with Dorleta Diego about booking systems and management.

Need volunteer to investigate booking systems and bring back recommendations. Bookings system to be main topic at a forthcoming management committee meeting.

Concern about booking a room for a short period in the evening, which would block it for longer bookings. May need to consider that bookings after 6pm should be for a minimum of 2 hours.

10. **Hut issues** – Maintenance - none.

11. **Website** - Role to be highlighted at opening event.

12. **Communications** –

Exeter Communities Together – have lottery grant and linking existing community groups. They have a project manager. They are putting together a calendar. NCA should get involved at least with the calendar.

Newsletter (Jaynes newsletter)

Send out message requesting volunteers for treasurer both by membership list, email list and Jaynes newsletter.

**13. Other Events:**

**14. AOB**

Decided that next meeting should have discussion on three major topics;

- bookings system
- Membership system.
- Bookings manager and employment.

**15. Date of next committee meeting** Wednesday 31 July, 7:30