**Minutes for the Florence Park Community Association Committee**

 Wednesday 6 October 2021

**Present:**

**Social Club Committee:** Alan Brown

**FPCA Committee**: Adam Wielopolski, Judith Secker, Rob Shorter, Stella Bell, Jane Dee, Becci Seaborne, Deb Puleston (observing)

**FPCC:** Sara Reevell

**Apologies:** Cllrs: Amar Latif and Paula Dunne, Jon Flint

**Welcome and introductions**: Deb welcomed and introductions made.

**Social Club update**

Alan reported that the club had been very busy with 4 or 5 well attended and profitable events including live music for the first time since lockdown ended. Lockdown grants have helped the club into a healthy financial position and a new till with EPOS capability had been bought. Given this better than expected situation, questions about regular social club evenings when the community centre is not booked and money transfer to the community association would be discussed, bearing in mind the contract between the club and the association and the need for the club to hold reserves and manage operating costs. To be discussed again for agreements to be reached.

Darts leagues had been in contact and the extent of the club’s participation in this and Aunt Sally league was being discussed.

Trustees queried the Covid security for bar staff: Masks are not required. Covid screens remain in place with hand sanitiser and the NHS QR code. Groups booking the centre are asked to use both. The outdoor area has been useful for ventilation and reducing the numbers indoors. Bar staff other than Caroline known to be taking lateral flow tests for their day jobs. Caroline to be asked about this.

**FPCA Minutes**

7 September approved as correct record for signing.

**Matters arising from 7 September**

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| --- | --- |
| Who | **Actions and** **outcomes.**  |
| AdamJon/Rob | * Review and propose updated communication policy. **Continuing**
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| Sara/Jane | * Reimbursement of Rob for survey printing costs **Completed**
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| Sara | * Professional lead for community lunches **Still advertising**
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| Jon | * Link for food hygiene training. **Outstanding**
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| Becci/trustees | * Level 3 safeguarding training for Sara and Rachel. **Details of courses provided after this meeting. Trustees to take level 1. Other needs to be assessed (Sara).**
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| Amar | * Social prescribing in connection with Over 60’s lunch club. **Agreed Amar to be asked to pass on details of Over 60’s, Connect OX4, Gardening club and Baby group (Judith to liaise)**
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**Baby group (cake club)**

Sara and Judith had interviewed two candidates and offered the 4 hour a week role to Sarah Kiortong who was working in similar roles with other local organisations and came with excellent references, DBS check and loads of enthusiasm. Arrangements now in hand. Agreed to invite Sarah to a committee meeting to introduce herself and her work. (Sara?)

This led to a discussion about employment practice prompted by Becci’s knowledge of HMRC requirements. Stella offered to look into this. Judith will ask the council if any help is available

**Treasurer’s report**

Jane presented the report previously circulated for Q1 showing total expenditure of £9,435.58 and total income of £7,316.19. Responding to questions, she said that the heating and lighting costs had been higher in January because the gas bill comes in then. Noted that these costs would rise when the current contract ends in 2022. Jane will include a balance in future accounts.

Judith confirmed that the report and accounts for 2019 had been uploaded to the Charity Commission. This had involved a secure handover to the commission by Jeff and a new password. Judith to let Sara have the password. The 2020 accounts will be due at the Charity Commission at the end of October. They are with the accountant for auditing and return to us. Adam to chase.

**Florence Park Newsletter**

October issue will be with the printer in the next couple of days. Judith has distribution in hand. Rob offered to help with counting copies for streets.

**Sub-committee reports**

 \* Policies (SR/JS)

 –Nothing to report

 \*Premises (SR)

 Outside lights up and working with more to come.

 \*Outreach and diversity (RS)

Survey – Alice had worked on an executive summary which would be submitted to the committee. The sub-committee had agreed: no further dedicated in-person outreach, instead bringing it into other events to keep the conversation going. The approach to outreach would involve inviting members of the community to ‘bring events by the community for the community’.

Noted that Sara is liaising with the Syrian and Somalian groups which use the centre about opportunities for involving the wider community.

**FPCA groups**

 \*Over 60’s club (SR)

Lunches at the centre had started up with 25-30 people coming. Sara is working on a project making lights for GloFest in the park as part of Oxford Lights Night on 30 November.

 \*Women’s Network (SB)

Stella and Judith had met to discuss this in light of a misogynist comment to the survey. This person’s view that the centre catered only for women was rejected on evidence to the contrary. Agreed women’s network to be taken off the agenda as an affiliated group rather than an FPCA group.

 \*Gardening (RS)

Rob reported arrangements to take on the plot offered in Florence Park were complete. Planning underway.

\*Connect OX4 (JS)

Judith reported that three interested members had met to discuss a way forward. A Connect OX4 table would be reserved on 30 October. Sara has the advert for this and people coming would be met at the door, taken to the table and introduced.

**Membership Update**

No update Judith to talk to Deb

**Bookings**

Sara reported bookings had really taken off. More help needed with opening and closing the centre. Becci volunteered and Stella would consider.

**AOB**

Rod said that the Catweazle Club (acoustic music and poetry) might be looking for a new venue and were considering FPCC.

**Date of next meeting**

**NEXT MEETING Wednesday3 November 7PM AT FPCC with Zoom link available**

**Dated** 03/11/2021 **Signed** Adam Wielopolski