**Florence Park Community Association**

**Meeting on Monday 5th February 2024 at 7:00pm**

**MINUTES**

**7:00-8:00pm FPCA Committee Meeting Part 1 – Trustees Only, Plus Adam**

Present: Judith (Chair), Jane D (Treasurer), Jane L, Steve, Becci (Secretary, minutes)

In attendance: Adam

1. Centre manager job description and person spec

The meeting explored core duties and wider duties, identifying activities and skills associated with each. Action: Judith will type up and share with people who have expressed interest so far.

1. A farewell and thank you party for Sara

There is lots of interest in the committee and community for a farewell and thank you party for Sara. A date of 3rd March was suggested, to follow after the monthly Sunday lunch. Action: Judith will make enquiries.

1. Logistics (payroll etc.)

Action: Jane to let payroll know Sara’s last work date and will confirm this in writing to Sara also.

**From 8:00-9:00pm FPCA Committee Meeting Part 2**

Present: Sara (Centre Manager) joined the meeting at 8:00pm.

1. Welcome & apologies for absence

Sara was welcomed to this session of the meetings.

1. Minutes from December & January meetings

Minutes from both meetings were reviewed and agreed for accuracy; Becci had corrected the meeting date indicated on January minutes, as communicated by Steve ahead of the meeting.

1. Matters arising plus decisions and actions

Actions were reviewed and recorded on the action table below.

1. Treasurer’s report and annual accounts

Jane D took us through the report and the committee noted a stable picture at present.

1. Set AGM date

A date was booked for Wednesday 15th May at 19:15, as the Hall was not available on Wednesday before that date. Action: Sara to book Hall.

1. Date for March Meeting

Becci is not available on 4th March and so the committee agreed to move the meeting to the same time on Tuesday 5th March. Action: Becci to send amended invitations.

1. Any other pressing business: nothing raised

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**Summary of Outstanding Actions Carried Forward**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What** | | **Who** | **Done?** |  |
| Safeguarding training. | | Sara,  Sarah,  Rachel, | Y  Y  N | Sara has completed the training and has Sarah's most recent up to date certificates; she has asked Rachel to do hers. |
| Revise reserves policy. | | Jane | N | To be updated next time |
| Upload audited accounts to website when received. | | Sara | - | Carried over. |
| Revise/re-write safeguarding policy. | | Becci (and Sara) | Y | Completed but not shared for this meeting since manager recruitment is more pressing. |
| Develop and submit application for Community Gardening Projects. | Jane D and Jane L | | N/A | The deadline has passed. Ideas for other opportunities may be considered in the future. |
| (a) Meet with Alan B to discuss CCTV (with a view to writing the policy). | Steve (and Sara) | | N | Steve is still pursuing a meeting with Alan. |

**Summary of Completed Actions**

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| --- | --- | --- | --- |
| **What** | **Who** | **Done?** |  |
| Judith/Jane Dee to organise gift vouchers. | Judith/Jane | Y |  |
| Alan to ask FPSC to the joint meeting on 8th Jan. | Alan | Y |  |
| Judith to sign previous minutes and send to Becci & Sara. | Judith | Y |  |
| Sara to upload annual accounts to Community Centre website. | Sara | Y |  |
| Judith to resubmit Gift Aid registration information. | Judith | Y |  |
| Steve will ask a contact if they might be able to work with some CSV downloads to help us understand the figures for a backdated Gift Aid claim. | Steve | Y |  |
| Sara to re-send Drop Box link for all trustees. | Sara | Y |  |
| Sara will contact OCC to ask about goal/next steps regarding loos and check they’re still checking them. | Sara | Y |  |
| Raise issue of loos with Amar in Feb to discuss possible next steps. | All | Y |  |
| Sara will keep attendance at toddler group under review for viability. | Sara | Y |  |
| Judith to assess letter about donating winter fuel allowance for our use. | Judith | Y |  |
| Becci/Sara to propose approach to DBS via safeguarding policy. | Becci/Sara | Y |  |

**Summary of New Actions from Last Meeting**

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| --- | --- | --- | --- |
| **What** | **Who** | **Done?** |  |
| Send cert for Rachel’s SG training | Sara | Y | Sara sent Rachel’s certificate and Beci has uploaded all certificates to Dropbox. |
| Judith will type up JD and Person Spec for the manager role and share with those who have expressed interest. | Judith | Y | Recruitment process almost complete now; appointment made subject to references. |
| Enquiries to be made a about a farewell party for Sara on 3rd March | Judith/Jane | Y | Sara did not wish to have a party. |
| Jane will advise payroll of Sara’s last day | Jane |  |  |
| Book the Hall for the AGM on 15th May | Sara | Y |  |
| Change date of next committee meeting to 5th March. | Becci | Y |  |

Signed



Chair, 26 March 2024