

Florence Park Community Association
Meeting on Wednesday 7th June 2023 at 7:00pm

MINUTES

Present: Judith (Chair), Stella, Jane (Treasurer), Becci (Secretary, minutes).

Apologies: Rob Shorter.

In attendance: Sara Reeve (Centre Manager), Alan Brown (Social Club Chair), Steve Taylor (potential new trustee), Adam Wielopolski.

1. Welcome & apologies for absence

Judith welcomed members and attendees; Rob had sent apologies.

2. Social club update (Alan)

a. Update

The Social Club are still awaiting signed off accounts; accountants have all information required, they are just busy. Social Club now review their accounts/budget at each monthly meeting. **Action:** Social Club to provide quarterly finance report for Community Association committee.

Alan gave updates about various events planned; most things are taking a break over summer. Next 'Interesting Talk' is creating interest on social media and there are various concerns about it being contentious and a risk of the session becoming heated. It is suggested that despite the risks it feels like an important issue which matters to our community and as such we have an obligation to facilitate this important discussion. Various options were discussed – **Action:** Alan will take a discussion to the next Social Club meeting. The Community Association offered support where needed. Alan introduced Steve and proposed him as a new Community Association committee member.

b. Bar rent review (Jane)

Jane proposed a revised rent amount based on more accurate room hire numbers and an increase of 10% to cover increased utility/running costs. A slightly higher increase was proposed by the meeting, based on the increase in hire fees for the public; the two must be the same as we cannot subsidise/support the bar operation financially. **Action:** Becci to add rent review to Community Association annual planner. **Action:** Alan will review rent increase proposal with the Social Club committee at their next meeting and report back here in July.

3. Feedback from potential new trustee (Judith)

Frances will not be joining committee but wishes to help with impact assessment and will be meeting with Sara and Judith to take this forward. **Action:** Judith to organise meeting with Frances. Becci has emailed Frances for any feedback which may help us with trustee recruitment.

4. Minutes from May meeting (Judith/Becci)

The minutes were agreed as accurate. It was confirmed and agreed that no further action is required around trustee signatures from the AGM (Judith and Becci have reviewed the Constitution and can see no instruction relating to this).

5. Actions & matters arising (Becci)

Please see the table at the end of these minutes. Significant issues relating to any actions are recorded under the relevant agenda items elsewhere in the minutes.

6. Treasurer's report (Jane)

Jane presented her report. May is showing two salary payments which will balance out in the next month. May shows a deficit of around £4K, but this is not a concern yet due to the dynamic nature of billing and income; Jane will present a report on the whole quarter at the next meeting which will be more meaningful. Jane was thanked for the detailed information.

a. Annual accounts

Accounts are not ready, but Jane met them yesterday to clear up certain issues. The accountant told Jane that the previous accountant was not performing according to Charity Commission standards and consequently our accounts were not compliant. Becci asked if there was any way we could/should have known or identified this for ourselves. Jane was advised by the accountant that we could not have identified this gap unless we were ourselves qualified accountants. We were proceeding in good faith believing the accountant to be competent.

The current accountant has identified an issue around our fixed (tangible) assets; the figure for this has been carried over for as many years as Jane has access to. We cannot justify the current level stated for this as we do not have a fixed asset register. We need to implement one, but for this year they will include a note on our accounts, the same as last year stating that less reliance can be placed on the figure stated. **Action:** Jane to draft a fixed assets register (the accountant has provided guidance on this).

b. Reserves policy

Jane has now attended the training and will revise the policy in due course.

7. Centre Manager's report (Sara) – verbal updates, successes & celebrations, including:

a. Premises

New taps are in. Ladies' loos keep blocking up; it was resolved but has re-occurred. Not sure of the cause. **Action:** Sara to follow up if it re-occurs. The big shed has been finished by Community Payback and they're now finished with all their work. If we get funding for garden equipment they will come back again.

b. Events

Country night was great, profits shared with the Social Club (£120 each approx.). Attila the Stockbroker made £140 and was a really good event. FloFest is imminent; we are running a cake tent; Stella and Judith have been coordinating and recruiting volunteers to run it, Stella will lead on the day. Judith ran through the volunteer schedule. Judith suggests having application forms for the association available at the stall. **Action:** Adam will print and bring on the day. Upcoming events include karaoke in July, art day in August, 'Show us Your Plants' and 'Sing at the Wall' in September. There is a gap in October and a cheese and wine night was suggested. **Action:** Sara to ask if Jon would host cheese and wine night. There have been lots of events that have raised money for us, which have also brought in new people to the centre which is really positive.

c. Groups & activities

i. Sunday lunch

Sunday lunch continues to be really popular and successful. There were 40 people at the last one which is the maximum number, and it was lovely. It raised £225 approx.

ii. Over 60's Club

This is running fine. There is another photo day with the museum coming up, which will result in a display at museum in due course.

iii. Baby & Toddler

Both are running very well; recently had the youngest ever baby, a 3-day-old. Sara will be meeting with Isis to discuss joint activities with the residents there; this is likely to be a separate group with specific funding.

d. Bookings

Bookings are going well, although there was a recent booking resulting in a lot of damage to property and equipment. There were no noise issues but bar staff said the participants were very rude and there was a lot of clean-up time. Sara has dealt with this robustly (with the committee's thanks) and has subsequently refused hire to someone related to this group who also hired previously and broke property. Decision: We will offer a bar for no more than 4 hours for any event, unless it is a wedding, which will attract a higher deposit of £200. **Action:** Sara to update hire agreement/policy.

e. Miscellaneous

Sara has received a request for use of the garden for a weekly dog training session. **Action:** Sara to agree hire with specific conditions relating to clearing up dog mess.

8. FPCA calendar & planning (Becci)

Becci identified Google Drive, MS Teams, or Slack as options. The meeting agreed on Google Drive. **Action:** Becci set up Google Drive and share the calendar; **Action:** all members to send Becci anything to add; **Action:** Sara to send Becci newsletter deadlines.

9. Sub-groups & clubs

a. *Newsletter (Adam/Sara)*

The University has offered to print the next three issues. Copy for the upcoming issue is flowing in and volunteers to deliver are coming forward. Francesco would like to interview someone for the newsletter; it was suggested he can interview new owner of the Jolly Postboys pub. **Action:** Judith will write a piece about FPCA membership; **Action:** Becci will write a piece about the results of the prize draw.

b. *Fundraising (Becci) including:*

The group has not met recently but will meet after FloFest when Sara's capacity is improved. The group will continue with the action plan previously shared with the committee, including a priority drive on membership and benefits. **Action:** Becci to arrange date for meeting.

i. Solar panels/grant

Judith has received the quote for this, which is just over £40K. The meeting agreed to look for grants for this. Raised questions around logistics and any disruption to the site and user access. **Action:**

Judith to ask the contractor about disruption and send the specification to council for approval.

Action: Sara and Becci will follow up funding opportunities in the fundraising sub-group.

c. *Outreach & diversity (Rob)*

No updates this meeting.

d. *Gardening (Rob)*

Rob provide3d an update by email ahead of the meeting; Sara has been helping him with a grant application which is looking positive.

10. Policies – review in June (Judith/Sara)

The review is in progress; Judith and Sara are working on it together. **Action:** Sara and Judith to complete the review and report back to committee. Becci has reviewed the safeguarding policy and suggests it is significantly outdated and requires a more thorough re-work than just a review. **Action:** Becci to meet with Sara to re-work safeguarding policy. New grievance and disciplinary procedures were agreed.

11. AOB

Jane shared that a reply to an Oxford Mail article about live music in Oxford mentioned Florence Park Community Centre as a music venue; this is a great reflection of how we are now viewed as a good gig venue. Sara has info on a fund for upgrading and sustaining venues for grassroots live music. **Action:** Sara to share this info with the fundraising subgroup.

12. Date of Next Meeting: Wednesday 5th July at 7 pm at FPCC

Summary of Actions Completed from May Meeting

What	Who	Done?	Comments?
Look into document for signing by trustees relating to AGM.	Judith	Y	
Contact Castle Water about bills.	Sara	Y	
Training on reserves	Jane	Y	
Look into ways of sharing committee calendar. Will do Google Drive	Becci	Y	
Set up pension scheme.	Judith	Y	
Enrol Sara on pension scheme.	Judith	Y	
Send out emails/timescales for next newsletter edition.	Sara	Y	
Follow-up quote for newsletter with university admin.	Judith		University now printing for free
Contact Seacourt about funding for next newsletter edition.	Sara	Y	No longer applicable
Check newsletter email account for responses about sponsorship.	Adam/Sara	Y	
Ask if council can install new taps.	Sara	Y	

Get plumbers quote for installing taps	Jane	Y	
Write to council to enquire about permissions needed for solar panels.	Judith	Y	
Write staff-related policies.	Judith	Y	
Contact Le Manoir prize-winners to organise handover and photo.	Becci	Y	
Consider ideas for FPCA stall at FloFest.	Stella	Y	
Make scones for 'garden' party.	Stella & Sara	Y	
Buy items to go with scones.	Stella	Y	
Promote garden party on social media; consider posters.	Sara, Jon	Y	
Inform Viv of discussion/progress re new-build committee.	Sara	Y	
Liaise with Frances about membership.	Becci	Y	

Summary of Outstanding Actions Carried Forward to July Meeting

What	Who	Done?	
Safeguarding training.	Sara, Rachel, Stella	N x 3	
Grants for gardening/plants.	Rob	N	In progress
Check operation of CCTV at night.	Sara/Alan	N	
Contact Castle Water about bills.	Sara	Y	
Discussion with cleaner about level of service.	Sara, Becci	N	Sara would like a second FPCA rep with her.
Revise reserves policy.	Jane	N	
Upload audited accounts to website when received.	Sara	N	Awaiting return of accounts
Upload audited accounts to Charity Commission site.	Judith	N	Awaiting return of accounts
Update bank account signatories.	Jane	N	
Look for grants for solar panels.	Sara	N	Sara will send info to fundraising group and take forward there
Review existing policies.	Sara, Judith	N	
Write CCTV policy.	Sara	N	
Review safeguarding policy.	Becci	N	
Establish contact person at council regarding centre new-build.	Judith, Sara	N	Ongoing and in progress
Bring Scottish Power billing info for discussion.	Becci	N	Becci brought info to June meeting but it was not discussed.

Summary of New Actions for July Meeting

What	Who	Done?	
------	-----	-------	--

Provide quarterly finance report for Community Association committee	Alan		
Discuss options for LTN 'Interesting Talk' with Social Club committee and advise Community Association committee of decisions made.	Alan		
Add bar rent review to FPCA annual planner.	Becci	Y	
Discuss rent increase with Social Club committee and feed back to Community Association committee.	Alan		
Draft a 'Fixed Assets Register'	Jane		
Follow-up issue of blocked toilets if it re-occurs.	Sara		
Print and bring membership forms for the stall at FloFest.	Adam		
Update hire agreement/policy to reflect new bar provision and deposit for weddings.	Sara		
Agree garden hire for dog training with conditions for cleaning up dog mess.	Sara		
Set up Google Drive and upload annual planner.	Becci		
Share any events or anniversaries to include on annual planner.	ALL		
Send Becci dates for newsletter production.	Sara		
Write a piece for the newsletter on FPCA membership.	Judith		
Write a piece for the newsletter on the prize draw results.	Becci		
Arrange a date for the next fundraising group meeting.	Becci		
Ask solar panel contractor about site/access disruption during installation.	Judith		
Send solar panel specification to city council.	Judith		
Look for grants for solar panel funding.	Becci/Sara		In fundraising sub-group.
Complete policy review.	Sara/Judith		
Revise/re-write safeguarding policy.	Becci/Sara		
Share grassroots music venue funding information with fundraising subgroup.	Sara		



Judith Secker, Chair 06.07.2023