

**Florence Park Community Association**  
**Meeting on Wednesday 3<sup>rd</sup> May 2023 at 7:00pm**

**MINUTES**

Present: Adam W, Rob S, Stella B, Judith S.

In attendance: Sara R (Centre Manager), Alan B (Chair of FPSC), Frances H (prospective committee member)

1. Election of Chair

Judith was elected – Stella proposed, Jane seconded – all voted in favour.

2. Welcome of potential new trustee

Frances was welcomed to the meeting. Judith facilitated introductions all round.

3. Apologies for absence

None. Absent – councillors Paula Dunne and Amar Latif.

4. Previous minutes

- March minutes – attached – approved for signing.
- AGM minutes – attached – approved for signing. It was raised that there is another document all committee members should sign. **Action:** Judith will look into what this is.

5. Actions & matters arising

Safeguarding training for Stella, Sara and Rachel – Becci has emailed renewed links and confirmed we can pay additional hours for part-time employees to complete this training. **Action:** Stella, Sara, Rachel to complete the training. Rob is looking at some small grants around plants/gardening (could tie into work community payback could do).

6. Social club update

Alan, Chair, gave the update. They are still awaiting audited accounts (firm updated they are nearly finished, should be ready soon. The position is still healthy. Some successful events recently with big takings (record-breaking £2,100 for Big Scary Monsters gig). No monthly financial summary this month but there will next time after audited accounts are returned. Committee members update – Alan, Jon, Abi, Viv, Rob, Pyam, (Steve & MorTi have joined since AGM). The committee meets on the 3<sup>rd</sup> Wed of the month. They will share minutes from meetings with FPCA committee. Several events coming up including Open Mic, bingo, interesting talks (via Mick C). July talk is on LTN and there was a discussion around facilitation/mediation since this is a heated topic locally. **Action:** FPSC to consider a facilitating/mediating presence for the talk. Theft from shed – Divine Schism equipment was taken but no break-in so they will change the lock. They also need to sort the CCTV which doesn't function properly at night. DS got overfunded on their Crowdfunder to recover loss and no insurance claim is required. (Alan left.)

7. Treasurer's report – annual accounts

We have £99 left from Oxford Maternity Library – Sara to check if she wants it back as we've no other spend for this funding. Membership fees and associated donations are now split out in the figures – very helpful. Still queries around electricity bill which seems high, and around water bill.

Sara is looking into this. **Action:** Sara to contact Castle Water. Cleaner costs seem high because two months' bills have come in plus products – have not found new cleaners but original cleaner is back after some time away. **Action:** Sara to have conversation about expectations. Review of bar lease agreement is due – Jane has calculated a proposed increase. Reserves policy needs revising in terms of what amount we need to hold – Jane due to attend a training course on this. **Action:** Jane to attend training then draft revised policy. Audited accounts not back from auditors yet – need to share these with the membership which can be achieved by publishing on website. **Action:** Sara to upload accounts when received.

#### 8. New items – committee calendar, future plans

Becci shared the idea of an annual planner so that key dates and events are viewable and planned for in advance. **Action:** Look into how it can be shared; possible access via Google Drive.

#### 9. PAYE update – Adam/Judith

Adam has handed over to Judith. We now have responsibility for employees – Sara, Rachel and Sarah. We are now set up with payroll company and BACS system set up with bank to pay them directly. We need to offer and set up a pension scheme. Judith has previously shared a short paper on pension scheme and companies, recommending use of NEST and enrolling Sara onto it. Only Sara meets earnings threshold for enrolment in pension scheme. All 5 voting members voted in favour of enrolling Sara and using NEST. **Action:** Judith to set up pension scheme. **Action:** Jane to update account signatories at the bank.

#### 10. Newsletter

£206.65 left in newsletter fund. Not enough for next issue due July. **Action:** Sara to send out schedule / steps towards this. **Action:** Sara to chase Seacourt for funding for next issue. **Action:** Judith to follow-up about a quote from Rob Malloy at Oxford University admin. Judith suggests we consider the Le Manoir regular donations as ringfenced funds for this, although there is a preference to have specific funding or sponsorship. **Action:** Adam to check newsletter email to see if there are any responses to the appeal for company sponsors. We can cover costs for the next one with what we have left and other recent fundraising. A suggestion was made to use the FPCA stall at FloFest to seek donations for the newsletter.

#### 11. Premises

Loss from shed, see above – need to sort CCTV (midnight to 7am turns off a motion sensor but doesn't seem to cut in). **Action:** Alan helping Sara to look into CCTV. Security review is due but this will only cover alarms. The second big shed is now built (community payback); they are making good progress in the programme Sara has for them. Possibility to get them back after a break when we've got some materials in for them to build some raised beds etc. New taps arrived for bathrooms. **Action:** Sara will ask Council if someone can install the taps. **Action:** Jane will also ask a plumber for a quote. Solar panels – Judith and Sara met with R-Eco who feel there is a way to install on our roof; a quote would come later on. **Action:** Judith to write to Neil Smith @ OCC to enquire about permissions. **Action:** Sara looking out for grants.

#### 12. Policies – review in June

All policies are due for review in June. **Action:** Judith will write new staffing policies for next meeting now these are required. **Action:** Judith and Sara will look at other existing policies to check for

updates. **Action:** Sara to write CCTV policy. **Action:** Becci will review Safeguarding policy as lead trustee for this.

### 13. Other sub-committee updates:

\* *Fundraising* – Prize draw for regular donations – **Action:** Becci to liaise with James, Avril & Pete. Sara will take photos of Becci handing it over. There have been several successful fundraising events recently with more coming up. Committee need to think of an event/fundraiser for stall at FloFest – Aunt Sally was suggested. **Action:** Stella agreed to consider ideas.

\* *Events* – Coronation weekend garden party & community celebration – **Action:** Sara & Stella will make scones a volunteer is making cheese scones. **Action:** Stella to buy things to go with scones. Judith has prizes for fascinator and cake and crown contests, and balloons. **Action:** Sara to promote on social media, Jon may print posters. FloFest/GloFest – discussed above (FPCA stall).

\* *Sunday lunch (SR)* – Going well. Need someone to run it – Sara is still advertising for this role.

\* *Outreach & diversity (RS)* – Discussion carried over for next meeting -RS had to leave at 9pm.

### 14. Groups:

\* *Over's 60 club (SR)* – On 19<sup>th</sup> May MOMA photography workshop project will work alongside Over 60's.

\* *Gardening (RS)* – Discussion carried over for next meeting -RS had to leave at 9pm.

\* *Baby and toddler groups (SR)* – Sara shared a lovely story of a young woman and her positive journey and access to education linked to the baby/toddler group. Sarah is writing it up as an anonymised story.

### 15. Bookings

Going well – more or less full. There has been an issue with a booking which escalated into threats of lawyers. This has been dealt with via email conversations. Sara believes that matter is probably closed now. The committee reaffirmed our/Sara's right to refuse bookings and that Sara had acted appropriately in seeking confirmation of ID of the booker when cause for doubt arose.

### 16. AOB

Sara relayed that Viv Peto has enquired about reinstating the previous 'New Build Committee'. **Action:** Sara and Judith to liaise about who will contact who at the council. No decision about this until we have further info from the council. **Action:** Sara will keep Viv informed.

Agenda items/actions carried over: **Action:** Becci to bring back details about Scottish Power bills to next meeting for discussion. **Action:** Becci to liaise with Frances to follow-up about committee membership.

### 17. Date of Next Meeting: Wednesday 7th June 7 pm at FPCC



Judith Secker, Chair 06.07.2023