**Florence Park Community Association**

**Meeting on Wednesday 6th September 2023 at 7:00pm**

**MINUTES**

Present: Judith Secker (Chair), Stella Bell, Jane Dee (Treasurer – part of the meeting), Becci Seaborne (Secretary, minutes), Rob Shorter (part of meeting)

Apologies: Social Club chair Alan Brown. Jane was unwell and left part-way through the meeting.

In attendance: Sara Reevell (Centre Manager), committee supporter/volunteer Adam Wielopolski, to-be-appointed trustee Steve Walker, and Social Club treasurer Jon Flint.

1. Welcome & apologies for absence

Judith welcomed the meeting – see above for details.

1. Trustees
   1. *New trustee – Steve Walker*

Becci proposed Steve as a trustee/committee member; Judith seconded – Action: Becci will gather info for Judith to add to Charity Commission.

* 1. *Trustee leaving – Rob Shorter*

The committee acknowledged the many things that Rob has helped with and thanked him for his contributions; he will be greatly missed.

1. Social club update

Jon gave the update. He talked us through the figures; a slight drop through summer with people being away. Bank balance is £1000, with a buffer of £4000. There is now a higher tax on higher alcohol drinks, so some prices have gone up again for what the social club buys in. As we get busy again, the impact of the social club bar price increase from June will show in the accounts.

There was a robust discussion about whether the affected products should have price rises applied for social club sales. Stella made it clear that we are not permitted to subsidise the operations of the social club/bar. Judith suggested wait and watch to see what happens especially in light of a recent increase whose impact has not yet been analysed; others agreed. Stella questioned if we are being independent and adhering to our legal obligations. Becci and others identified that price rises do not automatically translate into increased income since a higher price-point can drive customers away. It was noted that the bar attracts customers and bookings, and that the social club have the relevant skills and experience around price-point impact and that their experienced judgement should be taken into account when assessing these decisions. Stella reiterated that we are governed by charity law and we have an obligation to abide by that. The committee agreed that this is important and that robust discussions help to keep us accountable; keeping this matter under review to see how the financial picture emerges will be prudent.

Caroline has finished working behind the bar following a significant period of stalwart support. Action: Judith/Becci to email thanks on behalf of FPCA.

FPSC are being removed from the Cooperative & Community Benefit Societies group as they have not submitted annual trading figures since 2014. This was discussed and is felt to have come from a previous period in the committee’s management before most of those currently involved. It was also identified that membership is not required in order to operate or to afford any status the Social Club claims to have.

1. Minutes from July meeting

The committee agreed the minutes as a true record. Action: Judith to sign and send to Becci for uploading to the online shared drive.

1. Actions & matters arising

Becci reviewed the action log; discussions were held by exception and the log updated (see below).

1. Treasurer’s report

Jane ran through her report. She advised that some of the money in the PayPal account has been withdrawn into bank account now. She proposed transferring an amount to ‘undesignated’ funds; the committee agreed this on the condition that it leaves enough funds to cover the next Over 60’s meal. Action: Jane to check amounts and make the transfer in her records/reports.

There was a discussion about the ongoing monthly deficit; Jane had left unwell at this point. Action: ask Jane for analysis of what is causing the £1.5k deficit each month. Some more obvious funding gaps were identified. Action: Becci to send Stella Janes’ spreadsheet so Stella can look at spread sheet with Becci to understand the financial picture. Action: Sara/fundraising group to fundraise for grants for babies/toddlers and over 60’s.

The committee discussed price rises for hire rates and when to implement these for existing bookings. Action: calendar item for September agenda to review hire prices & bookings generally.

* 1. *Annual accounts*

Following a request from Sara regarding confidentiality of her salary, Judith pointed out that this was the wrong time and place for such a request to be made. However, in view of Sara’s feelings on the matter the committee agreed to withdraw the accounts for the accountant to implement this. Action Stella to contact accountant and liaise with Jane.

* 1. *Reserves policy*

Jane will be drafting this for the committee – see action log.

* 1. *Water leak complaint*

Judith updated the committee – excess units of water used agreed. Judith checking that money would be refunded to our account rather than free water usage granted which would leave us still in debt. Anneliese Dodds MP is informed and will get involved if necessary.

*d Gift aid*

Judith has completed everything on our side; we await further action by HMRC.

1. Centre Manager’s report
   1. *Premises*

RAAC concrete was raised and the committee wonder if the contractors are looking into this. Action: Judith request Amar, as a councillor, to ask if this is happening.

* + 1. Toilets (Judith)

Sara ensured that surveyors made a note of the poor state of the toilets. Action Judith and Becci to discuss with Amar at their forthcoming meeting with him.

* 1. *Events*

Show Us Your Plants, Singing at the Wall. Social Club open mic, Women’s Network, and Wine & Cheese all scheduled.

* 1. *Groups & activities*
     1. Sunday lunch –

Next lunch 1 October. Sara had been contacted by a possible kitchen lead. The committee agreed to review running/feasibility at the end of the year. Action: Becci add to calendar.

* + 1. Over 60’s

Running well – thanks to Rachel.

* + 1. Baby & Toddler

Nippers & slippers start this week 😊 need to review if this will work whilst still running the toddler group as it will span the same age group. But toddle time really valued by young mums. Action: Sara & Sarah to think about promo (social prescribing). Action: Becci and Judith to raise awareness of groups with the councillors & Shabnam Sabir (community welfare officer).

* 1. *Bookings*

Picking up after usual lull in August.

* 1. *Miscellaneous*

Complaint, weekend of 4th September. Action: Sara to contact Environmental Health to look into reasonable measures. Action: Judith & Becci to discuss letter of response, using Adam’s previous letter as a guide.

1. FPCA calendar & planning

The planning calendar was reviewed; items to be added as per actions elsewhere.

1. Sub-groups & clubs
   1. *Newsletter (Adam/Sara)*

Discussions about inclusion, and interviews that can be done – minority groups for Francesco and Louis at the pub doing a piece on the pub. Action: Judith to contact Louis.

* 1. *Fundraising (Becci)*

Membership survey, Kathryn. Ask the Street Champs group how they would feel about reaching out to newbies and generally promoting stuff.

* 1. *Outreach & diversity (Rob)*

Thanked Rob – see earlier. Group on hold.

* 1. *Gardening (Rob)*

Thanked Rob – see earlier. Group on hold. Action: Judith to contact LEAF for possible funding and help with planting the garden bed cleared by the community service team.

1. Policies
   1. *CCTV*

Sara had drafted a policy. Steve had comments and asked that this be taken outside the meeting so that he could work with Sara on it.

* 1. *Safeguarding*

Carried over in light of Becci’s reduced capacity due to starting a new job in September.

1. AOB

Becci raised the issue of joining Pub Watch and the committee agreed to carry this over to the next agenda. Action: Becci to itemise for next meeting. Next agenda – pub watch

1. Date of Next Meeting

Wednesday 4th October at 7 pm at FPCC

**Summary of Outstanding Actions Carried Forward to September 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 |
| Establish contact person at council regarding centre new-build. | Judith, Sara | N | Ongoing and in progress |
| Provide quarterly finance report for Community Association committee | Alan |  |  |
| Draft a ‘Fixed Assets Register’ | Jane |  |  |
| Set up Google Drive and upload annual planner. | Becci |  |  |
| Share any events or anniversaries to include on annual planner. | ALL |  |  |
| Revise/re-write safeguarding policy. | Becci/Sara |  |  |

**Summary of New Actions for July Meeting**

|  |  |  |  |
| --- | --- | --- | --- |
| **What** | **Who** | **Done?** |  |
| Becci will gather info from Steve for Judith to add to Charity Commission. | Becci |  |  |
| Email thanks to Carline Raine on behalf of FPCA. | Judith/Becci |  |  |
| Judith to sign July minutes and send to Becci for uploading to the online shared drive. | Judith |  |  |
| Jane to check balance amounts and the transfer funds to undesignated in her records/reports | Jane |  |  |
| Committee to ask Jane for analysis of what is causing the £1.5k deficit each month | Judith/Jane |  |  |
| Becci to send Stella Janes’ spreadsheet so Stella can look at spread sheet with Becci to understand the financial picture. | Stella/Becci |  |  |
| Sara/fundraising group to fundraise for grants for babies/toddlers and over 60’s. | Sara/Becci |  |  |
| Calendar item for September agenda to review hire prices & bookings generally. | Becci |  |  |
| Stella to contact accountant and liaise with Jane re treatment of salary information in annual accounts. | Stella/Jane |  |  |
| Judith request Amar, as a councillor, to ask if surveyors are checking for RAAC concrete. | Judith |  |  |
| Judith and Becci to discuss poor state of toilets with Amar. | Judith/Becci |  |  |
| Becci to add calendar item to review Sunday lunch at the end of the year. | Becci |  |  |
| Sara and Sarah to think about promo for baby/toddler groups (social prescribing). | Sara |  |  |
| Becci and Judith to raise awareness of groups with the councillors & Shabnam Sabir (community welfare officer). | Becci/Judith |  |  |
| Sara to contact Environmental Health to look into reasonable measures (re noise complaint). | Sara |  |  |
| Judith & Becci to discuss letter of response to noise complaint, using Adam’s previous letter as a guide. | Judith/Becci |  |  |
| Judith to contact Louis at JPB about writing a piece for the newsletter. | Judith |  |  |
| Judith to contact LEAF for possible funding and help with planting the garden bed cleared by the community service team. | Judith |  |  |
| Becci to include agenda item for pub watch next time. | Becci |  |  |

Signed



Chair, 11 October 20236