

*Florence Park Community Association  
Cornwallis Road, Florence Park, Oxford OX4 4NH*

## **Minutes of the FPCA Committee Meeting on 9th July 2018 at 8pm at the Florence Park Community Centre**

Present: Adam Wielopolski (Chair), Chris Michael (Secretary), Sara Reeve (Centre Manager), Richard English, Jeff Bowersox, David Henwood (Councillor) Stuart Ackland (FPSC).

Apologies: Scott Urban, Jeff Bowersox, Viv Peto.

### **Appointment of Chair**

Adam

### **Social Club**

Saturday (Emily) and Sunday bookings didn't tidy up.

Proposal for two Sundays a month to organise a charitable activity.

Unhappy about £18 per hour for "drinking only" rate.

Not enough money coming in.

Not enough Saturday bookings? Sara says that isn't accurate.

Hire fees based on comparative rates.

Sara will send FPSC minutes about demolition.

4th August set as deadline for signing occ licence

### **SUB-COMMITTEES**

#### **Policy**

GDPR

ACTION: Document needed to keep track of anything kept for three years.

ACTION: Cabinets need emptying and contents destroyed.

Online information cleared.

ACTION - Jeff to create camera policy to be reviewed about how long records can be kept.

#### **Legal**

OCC LEASE

Ongoing

FPSC LICENCE

Nearly done

### **Premises**

Demolition due on 16th July

Parquet flooring will be taken up and kept.

Dividing wall is not a problem.

They will take up some side path tarmac.

The corrugated iron roofing must come down.

Contractor is Maylarch.

Car park required for skips etc.

ACTION: Sara: Still open / information sign

ACTION: Chris - Mailchimp email wording about what's happening.

### **Cafe**

£120 - quieter but still good.

David Henwood: Ward budget available for any youth provision

### **Over 60s**

Waterperry trip coming up

### **Fundraising**

FloFest tea tent £580!

Promises auction £1380

Using board to send people to FPCA tent very successful

Snow Fest! German Market, lights and grotto.

ACTION: September box file note re Sno Fest.

Oxford Mail happy to write something about building and activities. Get people from the bowls club.

ACTION: Contact old bowls club members - David, Stuart, Viv

ACTION: Options to update Local History information eg lamination - Adam

### **New Build**

New build meeting with Sandford Architect to suggest ideas, fundraising, public event.

ACTION: Viv to contact and invite architect

ACTION: Promises auction money to be used for new build - ask Scott re separation of monies.

Lottery grant? Grundon?

New build survey

### **Minutes from June**

Approved

### **Review of Actions**

ACTION: PAT testing

ACTION: Decibel use info

ACTION: Chris: Ask Sue Taylor for result of energy efficiency survey

ACTION: Chris - Letter to social club - much cleaner and better - thanks but any fall off in standard will result in cessation

Was cleaning going on during Humpty Dumpty?

ACTION: Boxfile - April - Chris to share AGM minutes with Flos at the Park

**ACTION: URGENT: Clear valuables from side passages.**

ACTION: Chris to send volunteer log with minutes etc

### **Box File**

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**ACTION - Chris: Check box file and email July notices**

### **Membership Update**

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## **Events**

Trinity Garden Tea Tent - end July

Cakes required

International Evening - July 14th

Horticultural / Eid event

October - variety night?

Nov - Parliament Week Quiz

Dec - Christmas eve

Dec - Sno Fest?

## **Bookings**

Going well

## **Treasurer's Report**

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## **AOB**

## **PHONE ROTATION**

Chris

## **NEXT MEETING PLAN**

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**NEXT MEETING: 13th August 2018**