

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

**Minutes of the FPCA Committee Meeting  
on 14<sup>th</sup> May 2018 at 8pm at the Florence Park Community Centre**

Present: Jeff Bowersox (acting Secretary), Adam Wielopolski (Chair), David Henwood, Steve Barry, Sara Reeve, Scott Urban, Richard English, Viv Peto, Alan Brown (FPSC rep)

*Apologies: Chris Michael, Sue Taylor, Eliane Aubaine*

Appointment of Chair

Adam

FPSC Update (Alan)

Confusion over kids' party/Halloween disco resolved, now booked for 3 Nov (live bands night, themed), working with Sara on dates for the rest of the year.

Can FPSC charge for tickets for events? We confirmed yes.

Happy to do joint New Year's Eve party. Can discuss what that would look like between now and then.

Discussing quiz night/fish 'n chips supper on a Sunday as way to think more creatively about using Sundays

FPSC interest in running bingo at FloFest

General confusion over the £1 FPSC fee—how does it work? We discussed that once FPSC constitution is updated we can sort this out so it makes sense.

**ACTION:** Jeff work with FPSC to sort out proper record-keeping etc. (in terms of GDPR) and how to make sure that all is clear with FPCA and FPSC constitution, once occupational license and FPSC constitution are sorted out.

Still waiting for final draft of occupational license, no new issues with it. Richard has finally received draft from Advising Communities. He will bring it to committee, check it with Council, and then be brought to FPSC for final review.

Minutes

Approved

Sub-committees

Policies:

No report

Online storage:

Sara reports that there is much that we need to do to be compliant with GDPR, by end of this month. Alan's Jane has helped up with this.

ACTION: Sara, Chris, Jeff will make an effort to comply with GDPR reqs by the deadline.

ACTION: David to see if Council can temporarily provide us with a shredder for destroying records. If too much material to do in a single machine, David will check to see if we can hire a company to destroy.

Legal:

Richard: Lease ready, has been passed around, needs to be agreed.

Committee agrees that we can sign off on the lease contract with council.

ACTION: Chris set in motion the final signing

Viv asks if our insurance policy covers injuries during events. Sara confirms that we have public policy liability insurance.

Richard suggests a need to put a limit on FPSC Sunday bookings in occupational license to make sure that there is still regular availability for other bookings.

Premises:

New back door fitted. Sue Taylor has told Sara the bowls club might come down in July. Sara would like to avoid particular classes, and FPSC definitely needs notice because of Aunt Sally season already underway.

ACTION: David (or Sue?) to confirm this.

Council as planned a plan to tarmac the front parking lot up to the border. We agreed this should happen, but after the demolition works.

Viv still trying to get ahold of her contact in Sandford. Rob Earl to be invited to a future meeting.

Need to set up the spring cleaning date and talk to FPSC about the details of what is to be cleaned out. Check on availability for 2/3 June

ACTION: Jeff will liaise with Alan about date (2/3 June) and what we would like to clear out.

Cafe:

Quiet, but still some turnout and was pleasant. Able to sit outdoors. Used card reader, and it was successful—we can use it at FloFest.

Grant put in for oven and other bits and bobs. Waiting to hear results.

Over 60s:

Going well. Going to look for grants to fund it so that Cafe funding can be released to set up another project.

Fundraising:

Green neighbourhood funding application put in for planters in front.

ACTION: Richard to put together ideas that have been proposed discuss for next meeting

29 July: Trinity College has offered us the chance to be charity selling cakes etc. for event. Will need lots of cakes.

Tea tent and promises auction for FPCA tent at FloFest. Will require email out asking for offers. We will need to sort out the details of how the bidding will happen.

ACTION: Richard to draft email asking for promises for the auction, Sara to send.

Immediate things we need to fundraise for: theatre lights, addressing toilets, replacement curtains.

Need an event to address for pre-teens/teens to get their ideas about how to use the new back space, and then we can fundraise for that—turn this into a regular event for engaging young people (early evening?).

ACTION: Sara and Viv to draft something and put a notice on Nextdoor etc. to see if we can recruit someone to run this event.

Reach out to other local community groups to do joint events, after we've set up the umbrella organisation.

Potential wine-tasting run by Jon (September?).

Combine a fun run in the park to raise money with the street party in September. Have street party up by park gates and into the park so they coincide better.

ACTION: Sara and Richard to liaise with Abi about adding to street party.

Need to talk to parents of toddlers to see about ideas for toddlers and parents so we can fundraise.

ACTION: Adam to put out some feelers.

Actions Arising

ACTION: Scott to put together an online form to help with keeping track of volunteer hours. Will require us sending reminders any time there's an event—and this means for trustees as well, e.g. after committee/sub-committee meetings and any prep work.

ACTION: Chris to add to secretary's job a note to trustees (at end of minutes or whatever) to fill in hours.

Change in license (re: wakes): We don't need to advertise any change in license hours having anything to do with wakes, as not relevant to Council's decision, but if public asks then we can explain what sorts of special events might get such use. Generally, we need to standardise our regular drinking hours, with changed license then allowing us to change the hours for special events.

ACTION: Richard to add to occupational license agreement and negotiation. Will bring back to trustees to agree on particular hours.

Cleaning: Sara has to come in to clean Wed mornings before 9, this is not manageable, especially after Tue night darts. Recommends that we serve 1-month notice on current arrangement with FPSC, as it's not working.

ACTION: Chrs to send letter to FPSC

ACTION: Scott to find a cleaner to cover until we sort out new arrangement.

ACTION: Arrears letter to FPSC: Ask FPSC to start paying over regular monthly rent to make more progress. This needs to be a separate agreement from the occupational license.

CCTV streaming/broadband: Voted down proposal to pay for broadband/phone line just for purposes of streaming CCTV.

### Box File

No box!

### Membership

Still awaiting getting from Dave the renewals done over the bar. Am promised these this week, and will get all records updated and cards printed once those are delivered.

Thanks to Viv for bringing new members through Over 60s

We should make it a general policy that we ask people who come in for groups to consider joining.

### Events

Eliane is organising a European evening Sat 14 July. Can we combine it with a Polish emphasis to recognise Oxford's new twinning with a Polish city (Wroclaw?).

Instead of regular Sep cafe (1 Sep), combine horticultural show with Eid celebration. So we don't lose cafe income, we work with M&A Social Enterprises to prepare the food and raise money, split work and proceeds.

#### Bookings

Really busy this past month, on track this month. Have had more use of lounge. Going to lose a regular kung fu class, looking for bigger space so off to St. Gregs.

#### Treasurer's

80% done. Will send it out this week.

#### AOB

Treasurer's role:

Proposal to split treasurer role into 2 positions, one who handles record-keeping and another who handles banking and cash

ACTION: Scott will propose hiring someone to handle bookkeeping if we can't find another volunteer to split the role

ACTION: Scott will check with Charities to see about best practice for depositing/transferring money, ok to go through personal bank accounts?

AGM membership amendment: "No fee" exemption continues, all other discounts ended.

ACTION: Jeff to reword for membership forms

ACTION: Sara and Steve will fit a new, bigger key box, moved to outside the side gate.

#### Key items

Let's wing it.

#### Next meeting

Mon., 11 June 2018