**Florence Park Community Association**

**Meeting on Monday 8th January 2024 at 7:00pm**

**Meeting Notes**

**This was a short meeting, finishing at 8 pm so we could meet jointly with the social club committee**

**Welcome & apologies for absence**

Adam Wielopolski; Becci Seabourne (Secretary) In Becci’s absence Judith offered to take and circulate notes of this meeting. We agreed to discuss only items needing a decision or otherwise urgent.

**Minutes from December meeting and actions update**

The minutes previously circulated were incomplete. Action: Becci to circulate the complete version for the February meeting. Action: everyone to update their actions from December’s meeting on the form below and send to Becci

**Items discussed**

Staff contracts: Judith had circulated proposed amendments to Sarah Korting’s contract which were largely responding to Sara’s discussions with Sarah and which:

* implement the trustees' decision to increase Sarah's hourly pay rate
* clarify arrangements for fluctuations in hours of work to protect our financial commitment
* make commensurate changes to holiday entitlement
* make contractual arrangements for centre closures
* reflect Sarah's personal position in relation to Statutory Sick Pay
* replace details of SSP which are subject to revision with a link to the government web page.

The proposed amendments were agreed. Action: Judith to finalise Sarah’s contract and to make necessary changes to contracts for Rachel and Sara. Action: Sara to contact councillors for Baby Group fundng

**Treasurer’s report**

Jane D presented accounts for December 2023 and Q4 2023. Noted that: we had received a grant of £3,000 reserved for the Over 60’s lunches until September 2024; income included further refunds from Castle Water and did not include social club rent for November and December or bar receipts from the Sunday lunch; Jane had pursued overcharging for gas by SSE due to an estimated reading. She will now submit monthly readings.

Action: Jane will bring end of year accounts to the next meeting.

**Trustee and manager reports**

**Jane Littlehales**

Awaiting bank details to carry on with the online paintings auction. Action: Sara to provide details.

Gardening – Jane had offered to write text for potential grants. Action: Jane L and Jane D to meet at the centre to discuss.

**Steve**

Needs access to gift aid records on Dropbox. Sara explained how to find it. Action: Judith will send link if Steve can’t find the records.

**Sara**

Council staff had arrived unexpectedly to assess for LED lighting. Action: Judith to find out what’s going on at community liaison meeting.

Next newsletter. Action: Sara will circulate dates.

Neighbours not happy about hedging damaging their fence. Council have always cut this back but now saying it’s our job not theirs. Sara has pursued. Need to review the situation at our next meeting.

**Judith**

HMRC had not posted the form she needs to change responsibility for gift aid. Action Judith to chase. (Steve has identified someone to help with filing the return once we are authorised by HMRC.

Impact assessment – Frances Hansford has done some great work collecting views from centre users. Judith has invited her to our February meeting to discuss next steps.

**Date of next meeting Monday 5th February 2024**

**Joint meeting**

Alan chaired the joint meeting with social club committee and will circulate a note. Discussions around plans for centre activities and possible redevelopment.

**Summary of Outstanding Actions Carried Forward from December**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What** | | **Who** | **Done?** |  |
| Safeguarding training. | | Sara,  Sarah,  Rachel, | Y  Y  N | Sara has completed the training and has Sarah's most recent up to date certificates; she has asked Rachel to do hers. |
| Revise reserves policy. | | Jane | ? | To be updated next time |
| Upload audited accounts to website when received. | | Sara | ? | Carried over. |
| Revise/re-write safeguarding policy. | | Becci (and Sara) | N | Carried over. Will liaiase with Jane L. |
| Develop and submit application for Community Gardening Projects. | Jane D and Jane L | | ? | Carried over. |
| (a) Meet with Alan B to discuss CCTV (with a view to writing the policy). | Steve (and Sara) | | N | Steve pursuing meeting with Alan. |
| Send cert for SG trng | Sara | |  |  |

**Summary of Actions from Last Meeting**

|  |  |  |  |
| --- | --- | --- | --- |
| **What** | **Who** | **Done?** |  |
| Judith/Jane Dee to organise gift vouchers. | Judith/Jane | Y |  |
| Alan to ask FPSC to the joint meeting on 8th Jan. | Alan |  |  |
| Judith to sign previous minutes and send to Becci & Sara. | Judith | Y |  |
| Sara to upload annual accounts to Community Centre website. | Sara |  |  |
| Judith to resubmit Gift Aid registration information. | Judith | N | Waiting for HMRC form |
| Steve will ask a contact if they might be able to work with some CSV downloads to help us understand the figures for a backdated Gift Aid claim. | Steve |  |  |
| Sara to re-send Drop Box link for all trustees. | Sara |  |  |
| Sara will contact OCC to ask about goal/next steps regarding loos and check they’re still checking them. | Sara |  |  |
| Raise issue of loos with Amar in Feb to discuss possible next steps. | All |  |  |
| Sara will keep attendance at toddler group under review for viability. | Sara |  |  |
| Judith to assess letter about donating winter fuel allowance for our use. | Judith | Y/N | Passed to Sara and Becci for fundraising group – needs detailed knowledge of our activities which I don’t have |
| Becci/Sara to propose approach to DBS via safeguarding policy. | Becci/Sara |  |  |

Signed



Chair, 6 February 2024