**Florence Park Community Association Committee**

**Meeting on Wednesday 5th July 2023 at 7:00pm**

**MINUTES**

Present: Judith Secker (Chair), Stella Bell, Jane Dee (Treasurer), Becci Seaborne (Secretary, minutes).

Apologies: Rob Shorter (also non-trustee Adam Wielopolski, potential new trustee Steve Walker, and Alan Brown, Social Club Chair).

In attendance: Sara Reevell (Centre Manager).

1. Welcome & apologies for absence (Judith/Becci)

Judith welcomed the meeting – see above for details.

* 1. *Contact/attendance from Cllr Amar Latif*

Judith updated the meeting about Cllr Latif’s contact regarding being able to attend meetings. Judith has suggested separate meetings with one or two officers and the committee agreed. Action: Judith to contact Cllr Latif to make arrangements.

1. Potential new trustee – Steve Walker (Judith)

Steve is happy to help the committee and come to some meetings to see what is involved. He wasn’t able to come this evening but will be sent minutes so he can see actions etc. He will be invited to future meetings. Action: Becci to add Steve to circulation list.

1. Social club update (Alan), including:
	1. *Bar rent review (Jane)*

The social club have agreed the new occupational license. Action: Becci to add her electric signature to the agreement and send to Alan for his signature.

* 1. *LTN talk (Alan)*

This has become a separate conversation about a new/different event. Judith has liaised with others and withdrawn the FPCA from this now.

1. Minutes from June meeting (Becci/Judith)

The minutes were agreed as an accurate record.

1. Actions & matters arising (Becci)

See actions table at the end of these minutes.

1. Treasurer’s report (Jane)
	1. *Annual accounts*

Stella raised some questions regarding the accounts. The community café is described as ‘other trading activities’; does this need treating differently because of this designation? The committee agreed it should be recorded under charitable activities along with all the others. Action: Jane to advise accountant and make a note for this to be changed for next year’s accounts. Stella asked where the figure for depreciation has come from; it was taken from the previous year (as per introduction to the accounts). Stella queried the level of licensing fees as these seem low; they were confirmed as correct. Action: the committee agreed to sign off the accounts and send to accountant for their signature.

* 1. *Monthly report*

Stella voiced that she finds it hard to scrutinise the report in its present format and asked for a spreadsheet format. Action: Jane to share the background spreadsheets (from the bank account and the PayPal account) so that trustees can raise any queries offline with Jane ahead of committee meeting. Jane has identified a significant shortfall this month and consequently undertook an annual projection which identified an overall annual shortfall of more than £20K (resulting in a £9K deficit when set against the £12K surplus at the start of the year). Stella reminded the meeting how important it is that the association review and set charges to ensure the financial viability of the centre; this includes hire rates for the public as well as bar rent for the social club.

The committee agreed to call an emergency finance meeting next Wed 12th July at 7pm. Action: Becci to send call out to FPCA and FPSC. Some items for discussion at next week’s meeting include:

* Raising room hire rates for the public
* Raising rent for the bar/social club
* Grant applications
* Assessment of money needed to keep the centre open…
* …Vs assessment of money needed to run activities
* Gift aid
* Who at the city council to contact for support (Leonard Sackey is the Oxford City Council Locality Manager for our area and we should consider involving them at some stage).
	1. *Reserves policy*

Now Jane has projections she can assess the reserves level and will complete a draft by end of July.

1. Centre Manager’s report (Sara) – verbal updates, successes & celebrations, including:
	1. *Premises*

All fine – previous issue of blocked toilets has been sorted. The blockage was from sanitary towels; Sara has identified the group responsible and will follow-up with them. Whilst the council attended, they identified two other issues: an open drain hole (external) which connects to raw sewerage; there is no way to lift the drain cover in the accessible toilet. Action: Sara to contact the council to follow up about these.

* + 1. Toilets (Judith)

Judith raised the general state of the toilets which are very dilapidated and smelly. This has been raised with Neil and Keith from Oxford City Council. Action: Judith will get back to them to chase this up. Judith also mentioned the need to update our approach to gender labelling of toilets. She identified two stages to this issue: gain council agreement; then speak about what changes we want. Location and structure of the drains will be an issue to consider.

* 1. *Events*

Karaoke event run by MorTi was good fun and raised a small amount. FloFest stall also raised some money. Quieter time for our own events in the summer, as usual, but the art group are running an event in August which we can sell some cakes at. September to December gets busier again, as usual.

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

July’s lunch was really lovely; we took £288, making around £180 profit. Seems very popular. 6th August will be a BBQ. September will be a month off, back from October.

* + 1. Over 60’s

The Modern Art group work has been good. All going well. Need to get in more funding for over 60’s. Action: Becci to add Over 60s funding to Fundraising Action Plan.

* + 1. Baby & Toddler

These groups are going really well and Sara has been in conversation with Isis Care Home about joining groups together with their residents. A couple of residents came to the toddler group last week and it went really well. Suggestion is to start a Thursday mixed session sometimes at Isis sometimes at the Community Centre. Sara has applied for funding for this. In the hour beforehand Sara has suggested a paid singing group with parents/carers and children.

* 1. *Bookings*

Bookings have dropped off a little now but do tend to in the summer. The acupuncture is now booked in for three sessions a week.

* 1. *Miscellaneous*

Nothing this time.

1. FPCA calendar & planning (Becci)

Nothing new to raise this time. The annual planner is now on the Google Drive, it has been updated, and all trustees have access.

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

Newsletter is at the printers currently. Judith looking for help bundling them up and delivering.

* 1. *Fundraising (Becci)*

The fundraising subgroup met on 3rd July. Priorities were identified as funding for solar panels, growing the membership, developing comms with key groups (e.g. regular donors) and looking into legacy donations. Action: Becci will circulate the updated action plan ASAP so this can inform discussions at next week’s emergency meeting.

* + 1. Solar panels/grant

Fundraising group is actively looking for any grants. Action: trustees to share any funding sources they become aware of with Becci/Sara.

* + 1. Gift Aid

This is particularly significant given backdated gift aid we are owed considering our current projected shortfall. Action: Judith will review her previous paper about this and pick up actions.

* 1. *Outreach & diversity (Rob)*

No updates.

* 1. *Gardening (Rob)*

No updates – see actions table below.

1. Policies – review in June (Judith/Sara)

Judith and Sara have completed the review and sent around a paper summarising changes (saved in the policy folder on the Google Drive, here). The age verification policy has been printed and signed by Judith. Action: Becci to sign. The equal opportunities policy has been changed to reflect employment of staff and separation out of a complaints policy. A change of the word ‘believe’ to ‘acknowledge’ was suggested by Stella. Action: Judith to make this change.

* 1. *CCTV (Sara)*

See actions table below.

* 1. *Safeguarding (Becci)*

See actions table below.

1. AOB

Nothing raised.

1. Date of Next Meeting

To be decided next week at emergency meeting.

Signed

 

29 September 2023

**Summary of Actions Completed Since June Meeting**

|  |  |  |  |
| --- | --- | --- | --- |
| **What** | **Who** | **Done?** |  |
| Update bank account signatories. | Jane | Y | All forms done & signed – now with Lloyds bank. |
| Look for grants for solar panels. | Sara | Y | Sara has sent info to fundraising group. |
| Discuss options for LTN ‘Interesting Talk’ with Social Club committee and advise Community Association committee of decisions made. | Alan | Y |  |
| Add bar rent review to FPCA annual planner. | Becci | Y |  |
| Discuss rent increase with Social Club committee and feed back to Community Association committee. | Alan | Y |  |
| Follow-up issue of blocked toilets if it re-occurs. | Sara | Y | See minutes under premises. |
| Print and bring membership forms for the stall at FloFest. | Adam | Y |  |
| Update hire agreement/policy to reflect new bar provision and deposit for weddings. | Sara | Y |  |
| Agree garden hire for dog training with conditions for cleaning up dog mess. | Sara | Y | Have met her and waiting to hear back |
| Set up Google Drive and upload annual planner. | Becci | Y |  |
| Share any events or anniversaries to include on annual planner. | ALL | Y |  |
| Send Becci dates for newsletter production. | Sara | Y |  |
| Write a piece for the newsletter on FPCA membership. | Judith | Y |  |
| Write a piece for the newsletter on the prize draw results. | Becci | Y |  |
| Arrange a date for the next fundraising group meeting. | Becci | Y |  |
| Ask solar panel contractor about site/access disruption during installation. | Judith | Y |  |
| Send solar panel specification to city council. | Judith | Y |  |
| Complete policy review. | Sara/Judith | Y |  |

**Summary of Outstanding Actions Carried Forward to August Meeting**

|  |  |  |  |
| --- | --- | --- | --- |
| **What** | **Who** | **Done?** |  |
| Safeguarding training. | Sara, Rachel, Stella | N x 3 | Training now booked. Certificates to be sent to Becci for renewal tracking.  |
| Grants for gardening/plants. | Rob | N | In progress |
| Check operation of CCTV at night. | Sara/Alan | N | Carry over – next week |
| Discussion with cleaner about level of service.  | Sara, Becci | N | Sara would like a second FPCA rep with her. |
| Revise reserves policy. | Jane | N | In progress. |
| 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 |
| Write CCTV policy. | Sara | N | Carry over |
| Establish contact person at council regarding centre new-build. | Judith, Sara | N | Ongoing and in progress. |

**Summary of Updated or New Actions for August Meeting**

|  |  |  |  |
| --- | --- | --- | --- |
| **What** | **Who** | **Done?** |  |
| Chase Castle Water about account balance/monies owed.  | Sara |  |  |
| URGENT: Switch water stopcock off and check meter to see if it still clocks usage. | Sara |  |  |
| Provide quarterly finance report for Community Association committee | Alan |  | Ongoing |
| Draft a ‘Fixed Assets Register’ | Jane |  | Been sent one by accountant. |
| Look for grants for solar panel funding. | Becci/Sara | Ongoing | In fundraising sub-group.  |
| Contact Octopus Energy to enquire about grants for solar panels. | Judith |  |  |
| Share information on funding/grants for solar panels. | ALL |  |  |
| Share grassroots music venue funding information with fundraising subgroup. | Sara |  | Carry over |
| Send safeguarding training certificates to Becci. | Sara |  |  |
| Ask colleagues to send safeguarding training certificates and forward to Becci. | Sara |  |  |
| Send new draft of safeguarding policy to Sara for comments/changes. | Becci |  |  |
| Update Scottish Power billing info and share with committee. | Becci |  |  |
| Contact Cllr Latif to make meeting arrangements. | Judith |  |  |
| Add Steve to committee circulation list. | Becci | Y |  |
| Sign renewal occupation licence and send to Alan. | Becci | Y |  |
| Advise accountant of designation of community café as a charitable activity for next year’s accounts. | Jane |  |  |
| Sign agreed accounts. | Becci/Judith | Y |  |
| Send accounts to accountant for signing and them. | Jane |  |  |
| Circulate bank account and PayPal account spreadsheets to committee. | Jane |  |  |
| Send invitation to emergency finance meeting to FPCA and FPSC committees. | Becci | Y |  |
| Contact Oxford City Council to pursue action on toilet refurbishment. | Judith |  |  |
| Add Over 60s to fundraising action plan. | Becci |  |  |
| Circulate fundraising action plan. | Becci | Y |  |
| Review information on claiming gift aid and follow up with HMRC. | Judith |  |  |
| Sign the age verification policy and display in the bar. | Becci |  |  |
| Change ‘believe’ to ‘acknowledge’ in the equal opps policy. | Judith |  |  |