**Florence Park Community Association**

**Meeting on Tuesday 5th March 2024 at 7:00pm**

**MINUTES**

Present: Judith (Chair), Jane D (Treasurer), Jane L, Steve (minutes), Alan (FPSC), Becci (Secretary)

In attendance: Adam

1. Centre Manager recruitment

12 expressions of interest were received. There were 5 applications, of which 3 were interviewed. Karen Starr was selected following receipt of very positive job references.

The new employment contract has been completed by Judith. Karen will start in post on 11th March. Alan notified the group that he had had previous dealings with Karen during FloFest planning.

During the period between Sara leaving and the new Centre Manager being in post Becci has been covering the manager role, including sorting out Centre bookings. The Committee applauded Becci for her efforts during this period.

1. Decisions arising from job offer

Initially the new manager requested a lap-top, but has now agreed to use her own for the role. It has been agreed to provide her with a mobile phone. Steve stated that he had an iPhone that could be used with a new SIM card. Becci and Steve to liaise over this. **Action: BS and SW**

The potential for a dedicated office was discussed. ***Agreed***: to consider a possible plan for providing this within the existing space. **Action: JS/JD/BS**

1. Social Club update (revised Agenda position from 6)

Alan reported that Jon will be standing down as treasurer from the FPSC committee at the AGM. Some of his duties are being transitioned to Sarah, Bar Manager. A handover guide is being prepared.

Alan is prepared to stay on as Chair.

The current finances are stable, exactly balancing out. (Alan left the meeting at this point).

1. Handbook and Induction

Becci has been working on developing a Handbook to support the Manager post and Judith on an Induction checklist. Drafts were circulated to the meeting. Various detailed comments were made on the documents.

Judith requested that both she and Becci were left to complete this work, and this was agreed. **Action: JS and BS**

1. Centre Manager report

In the absence of a Centre Manager the report was prepared by Judith and Jane D.

Jane D prepared a Maintenance and Improvements table which was discussed. The table was considered very helpful by the group. Particular points were:

* A combination padlock is required on the LHS gate. The CCTV cable (external) replacement is dependent upon this. Steve re-iterated a need for a more integrated understanding of the CCTV system
* The peeling paint around the external kitchen door is an Environmental Health issue
* Card payment machine was deemed a priority. **Action: JD**
* The concrete/wire fence is in a worse state now that the ivy has been removed. Judith to contact the council**. Action: JS**

Thanks was given to Conor for his efforts on outside work, as part of his 13-weekDuke of Edinburgh award. His clearing of the ivy from the Car Park fence was particularly noted.

*New Build*

Jane L has been in contact with Ashley Ritchie and Mina of the Knowledge Exchange & Impact Team.at Brookes. They are keen to include this work within their prospectus for students in the next Academic Year. General discussion concluded that a number of potential sites should be included within the Feasibility process. Judith also identified Fran Ryan as a source of ideas for a new building.

It was agreed to progress this item throughout the next few months.

*Solar Panels for centre*

There is a new government initiative, which includes a free Energy Efficiency Assessment. Judith has applied for the assessment and a response is expected within the next 15 days, and could lead to a potential grant application. **Action: JS**

*Sunday lunch*

This needs volunteers to support Rachel. They need to be people with good cooking skills. The possibility of a rota was suggested for people who could help. **Action: RL/JS**

*Over 60’s Club/Baby & Toddler*

Su Calvert has been recruited temporarily to cover Sarah’s Thursday absence. This position will be reviewed over time.

1. Minutes from February meeting and actions

The minutes were corrected. A number of actions have now been cleared down (see below). The Reserves Policy will be carried forward. The amount will be reduced now that that there is a change in Centre Manager requiring less of a reserve in the event of redundancy.

1. Paying for Sara’s gifts

The costs will be covered personally by the Trustees. Settlement was completed at the meeting.

1. Treasurer’s report

Jane D reported a positive financial picture following a successful January and February. The Panto raised over £ 3400, and Hugh’s hedgehog talk a further £ 430.

PRS is due – this is charged at 2% of income which approximates to £ 600.

The current balance of £ 38000 is as positive a financial position as can be remembered.

1. Potential new trustee

As part of the recruitment process Judith has identified a potential new trustee, Hilary Cave, who has a particular interest in the expansion of the Centre Membership. Judith to invite her to the next Committee Meeting. **Action: JS**

1. Dialogue Society

The Society has invited members of the committee to a Ramadan Itfar dinner on 20th March at the Oxford Academy. Judith and Becci will attend, and possibly Steve.

1. Date of Next Meeting

This was confirmed as Monday 8th April. Also the May meeting will be brought forward to 29th April. The latter will include a preparation checklist for the AGM.

1. Any Other Business

*Membership systems*

Steve has volunteered to be Membership Secretary and this was agreed. Judith asked that as part of the remit he look at alternative membership software for consideration in the future.

*Gift Aid calculation*

Judith asked that Steve include the donations directly from the web site through PayPal. Jane D to provide Steve with a PayPal password. **Action: JD**

*Newsletter*

The University has agreed to continue the print runs for the next 2-3 editions.

*Stripe account*

This is needed to support the on-line auction. Steve will look into whether a generic Association account can be created. **Action: SW**

**Summary of Outstanding Actions Carried Forward**

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| --- | --- | --- | --- |
| **What** | **Who** | **Done?** |  |
| Revise reserves policy. | Jane | N | To be updated next time |
| Steve and Alan to meet to discuss CCTV (with a view to writing the policy). |  Steve  | N | Steve is still pursuing a meeting with Alan. |

**Summary of Completed Actions**

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| **What** | **Who** | **Done?** |  |
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**Summary of New Actions from Meeting**

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| **What** | **Who** | **Done?** |  |
| Mobile phone for Karen Starr  | BS/SW | N |  |
| Dedicated office for Karen Starr | JS | N |  |
| Centre Manager Handbook | BS | N |  |
| Centre Manager Induction | JS | Y |  |
| Card payment machine | JD | N |  |
| Contact council re front fence/posts | JS | Y |  |
| Solar panels for centre | JS | N |  |
| New trustee for committee | JS | Y |  |
| Gift Aid calculation – Paypal password for Steve | JD | N |  |
| Stripe account for Centre | SW | N |  |

Signed



Chair, 9 April 2024