Florence Park Community Association Committee

Joint Meeting with Florence Park Social Club on Monday 9th February 2026 at 7:00pm

MINUTES

Present: Judith Secker (JS, Chair), Becci Seaborne (BS, Secretary, minutes), Jane Littlehales (JL), Adam Weilopolski (AW), Stella Bell (SB), Steve Walker (SW).

In attendance: Karen Starr (KS, Centre Manager), Alan Brown (AB, FPSCAB Co-Director, former Chair of FPSC).

Apologies: Danny Chivers (DC, Treasurer).

1. **Welcome & apologies for absence (Judith)**

JS welcomed the meeting and, due to the length of the agenda and some priority items, suggested only items for decision or action are taken on this occasion.

2. **Minutes from December meeting, matters arising and actions update (Becci)**

SW asked for clarification about the minute regarding bar staff costs showing against FPCA expenditure rather than FPSC expenditure. BS clarified that this expenditure is in relation to extra levy charged by FPCA at the point of booking, which FPCA then pay forward to FPSC, resulting in it showing as an expenditure on FPCA books.

3. **FPCA / FPSCAB update (Alan)**

a. Financial report

Action: DC to introduce AB to the FPCA accountant.

AB had shared reports ahead of the meeting and noted a good month. The management report includes a balance sheet and a profit and loss account. There will be a donation to FPCA of approximately £1,500 from the FPSC (as was) surplus in due course.

b. Matters for future reporting

JS ran through some matters for future reporting, e.g. staffing & contracts, policies, risk and compliance, health and safety. Action: future operational reporting to be discussed and agreed. AB has drafted a risk assessment for FPSCAB. Action: JS will brief them on transfer of employment and legal aspects for completion.

4. **Financial matters (Danny)**

a. *Treasurer's monthly report*

DC had shared the report ahead of the meeting. Questions will be taken next time when DC is present (a question arose regarding the gas bill amount – held over for next time).

b. *Treasurer's end of year report*

As previous item.

c. *Gift aid handover (Steve & Stella)*

This is in progress.

5. AGM planning

a. *Invitations (volunteers & councillors)*

JS suggested a hard copy invitation to volunteers to create sense of inclusion. Action: JL will design a volunteer invitation for the AGM. The committee agreed to invite current councillors.

6. Trustee succession planning

DC has got some interest from the panto crew; a possible meeting is being planned; JS & BS have offered to be involved. They will also speak about this at the Flo Park Women's Network and are writing an article for the newsletter. Action: Trustee recruitment should be included in the membership renewal notice – to be discussed next time.

7. Policy review

a. *Data Protection (AW)*

This is with BS for feedback – for agenda next time. The committee discussed and agreed to change the stated timeframe for keeping employment information to 6 years (inline with HR guidance), and to change membership information to be kept for 2 years, reflecting better proportionality in respect of purpose for processing. Action: the name of the Privacy Notice should be consistent, and this document should be referred to as such in all places it is mentioned.

b. *Risk register (BS/JS)*

Is with BS – for next time.

8. Repairs & maintenance (Judith)

JS ran through the plan which had been circulated ahead of the meeting. Updates will be circulated for next time.

9. Subgroups & projects

a. Newsletter (Adam/Karen)

Jane D can no longer take up the role with the newsletter as she has now got a full-time job. Action: JS to ask from delivery volunteers if someone might be interested. Action: promote 'vacancy' for newsletter coordination at the AGM.

b. Flooding response (Becci)

No update.

c. Energy improvements (Danny)

Email update sent by DC. OCC have sent PDF of final version of license to make changes. A hard copy will also follow. JS & SB to check it for our suggested changes being incorporated in DC's absence. It will then be brought to the committee for review, too.

d. Membership (Stella, Steve)

New membership year in April. Discussed and agreed new prices – standard from £6 to £7, family to £12, senior to £4 and delete junior category. Action: SB & SW to do full handover of membership.

10. Centre Manager's report (Karen)

a. Premises

- Hall Fire doors, front door handle, seals on hall double glazing – to be inspected by ODS
- Hygiene Inspection – down to 4 stars due to lack of cleaning under cabinets and sinks. Comments that given we hire to the public it is very reasonable.
- Kitchen tap replacement on MMP.
- Toilet block – rebooking the meeting to show the potential contractor.
- Glass in door replacement – waiting on ODS to define type of glass.
- Ceiling and bar shutters scheduled for wb 2nd March.

b. Events

- Trying to organise Repair Café
- SPECIAL EVENTS – FPCA and Social Club
    - Sunday Lunches – 1st Sunday of the month
    - Members' Meal - Sunday 22nd March, 14th June, 13th September, 13th December
    - Rising Stars - Friday 22nd February
    - Klub K – 1st Friday of the month
    - Jam sessions – 3rd Wednesday of the month
    - FP Talks – 2nd and 4th Wednesday of the month
    - FPCC Open Day - Sunday 19th April
    - AGM 6th May
    - Watch the World Cup with us - Wednesday 17th June, Tuesday 23rd June, Tuesday 14th July, Sunday 19th July
    - Halloween 31st October
    - Songs of the Season - Friday 18th December

c. Bookings – current quarter (1/1 – 31/3)

- Projected income from bookings in this quarter £9,938 (minus deposits) which is £3,313pm, week out for panto, ceiling etc.
- KS has turned down 114 hours of bookings for this quarter

d. Other

KS had a meeting with Carl about exercise class. He is going to come back to her. KS is trying to secure a grant for centre laptop and printer.

11. <u>FPCA calendar & planning (Becci)</u>

a. February

Cooker hood.

b. March

AGM planning – re publicising reports etc. Accounts to be available

12. <u>Date of next meeting</u>

9th March 2026.

Actions Carried Over from Previous Meetings

What	Who	Done?	Comments
AB to get a phone to receive calls from neighbours re noise, and discuss with bar staff.	AB		Will buy next week.
AB to develop first draft of FPSC risk assessment policy.	AB	Y	Due to share.
JS to liaise with RL to assess what is needed for table cloths.	JS	Y	
SB to discuss food waste disposal with KS.	SB	N/A	
SW to send spreadsheets and notes to SB and look at HMRC form for handover requirements.	SW/SB	Y	Next steps need to be completed.
JS to make the changes suggested for the Privacy Notice and share with SB and SW for comments on updated version.		Y	
SB & SW to comment on Privacy Notice.	SB/SW	Y	On agenda
AW to locate/review Data Protection Policy.	AW	Y	On agenda – Becci to look at.
BS and JS to look at forming a risk register to replace the policy in a more focused manner.		Y	Becci to comment.
KS to book open day and plan what is	KS	Y	Dat4e booked,

needed.			plans needed.

Actions from Latest Meeting

What	Who	Done?	Comments
DC to introduce AB to the FPCA accountant.	DC		
Future FPSCAB operational reporting to be discussed and agreed.	ALL		
JS will brief FPSCAB on transfer of employment and legal aspects for completion.	JS/AB	N	
JL will design a volunteer invitation for the AGM.			
Trustee recruitment should be included in the membership renewal notice – to be discussed next time.	SB/ALL		
Name of the Privacy Notice should be consistent – change all references.	AW?		
Comment on Data Protection Policy.	BS		
Comment on Risk Register.	BS		
JS to ask from newsletter delivery volunteers if someone might be interested in coordinator role, plus promote at AGM.	JS	N	Newsletter delayed
SB & SW to do full handover of membership.	SB/SW		

Signed

Chair, 10 March 2026