Florence Park Community Association Committee

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

MINUTES

Present: Judith Secker (JS, Chair), Becci Seaborne (BS, Secretary, minutes), Danny Chivers (DC, Treasurer), 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: None.

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

SB had notified she would be a little late.

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

The minutes were agreed as accurate and actions were updated as per the action log below.

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

a. Financial report

Action: BS to change permissions for AB to upload files to Google Drive. AB advised of a strong financial start to the year and spoke to the figures circulated in his report ahead of the meeting. They have £15K takings so far this year which is converting to an operating profit of just over £2K so far. They have received nearly £1K from donations at the Flo Park Talks. AB ran through key finance lines in the report. DC drew the committee's attention to the fact that only one month's rent is showing in the FPSCAB report because the January amount came out of the old FPSC account.

b. Operational report

Action: BS & JS to start a template covering basic governance concerns such as staffing, contracts, policies, risk, health and safety, compliance.

Action: AB will advise staff of forthcoming contracts. Action: JS will share those of our policies which the bar staff need to be aware of. Need to make decisions about what to do re policies, pay dates etc.

c. Other

AB now has the bar phone. Action: AB will share the number with JS. Action: JS to pass on to trusted neighbours who will not share it further.

4. **Financial matters (Danny)**

a. Treasurer's monthly report – Jan & Feb (both circulated ahead of the meeting)

January: SB asked about the gas bill from January's report which looked very high. DC explained it is not an unexpected level given the billing period and when it arrived.

February: DC ran through the headlines; surplus slightly lower than last year, some accounted for by room hire. Nothing to cause concern.

b. Treasurer's end of year report

DC had a call with the accountant today. All our figures are with them; they are collating them into the accounts and aiming to send the accounts to DC for early April to allow a month for write-up ahead of AGM.

c. Energy report/work

DC updated the committee on progress and next steps. Ceiling work is now completed. Insulation in the bar chiller room still needs doing due to concerns about impact of current mould. JS & KS met to explore these issues with ODS on Fri 6th March. They established that the main cause is the external wall not being fit for purpose due to previous repairs and holes not properly filled. The wall needs rendering which falls to the council under our lease agreement. The committee agreed this is now a separate project which JS will manage with FPSCAB while DC focuses on solar installation and ventilation. Action: JS will chase Matt at ODS for his costed plan for remedial work required. External wall repair may be a city council responsibility. Matt had suggested ventilators in the metal doors to reduce impact of them heating up in the sun. He also concluded that another extractor is needed above the glasswasher to mitigate steam from it*. Matt will be putting some figures together. JS suggested a possibility for a social club crowdfunder which could be match funded with some grant funds raised by FPCA.

*AB advised that the new glasswasher is in a different place so this is not the explanation of the mould above the current one, although it was generally agreed that another ventilator could only help.

Solar panels are going up in two weeks. Joju have been really helpful and efficient. DC noted the need to now consider ventilation/cooling for gigs and busy times. Action: DC to meet Rob Earle in the next week or two to look at short- and long-term solutions. AB & BS offered to join with DC for that meeting. The licence to make alterations was circulated ahead of the meeting, and was ratified by the committee and signed by JS and DC on its behalf.

The committee thanked Danny for the vast and continued work invested into making this all happen.

d. Gift aid handover (Steve & Stella)

The handover is in progress; SW is handing over data and SB will complete the 2024 claim with SW available in background if needed for support.

e. *Membership renewal & meal*

Handover of the membership system (MemberMojo) is mostly complete now. SB has done posters for the members' meal to go up in the park and the Centre. JS advised she is not very available for support in the run-up as away until the day before.

5. AGM planning

a. *Invitations*

These are in hand, with thanks to JL. JS would like to send them from her as chair as her last AGM on the committee and requests hard and soft copy.

b. *Comms & notices*

The notice is on the website with invitation for resolutions (by 15th April – 21 days before AGM). Action: KS to send dedicated AGM notification email with all the relevant information, beginning of April.

c. *Agenda*

JS and BS have produced a draft based on last year's. Action: BS to share with committee, KS to put on website.

d. *Food*

Action: KS will organise food from the Food Hub. JS will help with collection.

e. *Superstars*

Nominees for superstar awards from the committee, AB and KS: Mick Conmy, Jan from Friday lunches (KS to advise on surname), Sue Tibbles, Eliane Aubain. KS advised about the Rooms for Rewards scheme and the committee agreed that Steve C be put forward as someone who consistently goes above and beyond.

f. *Trustee's report*

The committee agreed that JS's draft is a good summary of activities and performance for FPCA in 2025.

6. Trustee succession planning

JL DC AW & SB confirmed they will all re-stand. Considerations to be made about who might stand as Secretary and Chair.

JS & BS are meeting with four possible trustees from the panto crew with thanks to Danny's promo work on this.

7. Policy review

a. *Data Protection (AW - BS)*

As per action log.

b. Risk register (BS/JS)

As per action log – agreed by committee. To be reviewed every 3 months. Due for review and sign-off at April meeting – Action: BS to table review for April's agenda. The committee agreed that it should be routinely included on subsequent quarterly agendas and the annual planner.

c. Booking request form and Hiring T&C's (KS)

KS has updated these. Action: KS to add CCTV clause to T&C referring to policy online. Action: booking request form change £50to £20 for bouncy castle electricity. Check for 'barman' in footnote and change to 'bar staff / bar person. Consistency of room name (Sheila Tree Room rather than lounge).

8. **Centre Manager's report (Karen)**

a. Premises & grants

Action: KS to put decorating hall on MMP.

b. Bookings

£35K of bookings for the year taken so far (includes reg groups). First Quarter – £11.5K. 27 hours turned down to lack of availability in March.

c. Events

- Jazz Brunch went really well in the end, may do another.
- Planning on some sort of open day with 'meet the groups' in next couple of months.
- Film Night
- We need to decide on Open Doors
- 7th May – AGM
- 23rd May – Film Night – Films that are so bad, they're good! Double Bill
- 6th September - Show us yer plants
- 22nd November - Winter Market
- 12th December - Festive Family Film
- 19th December - Songs of the Season
- Summer Family Fun – BBQ and games in garden

d. Groups & activities

No update.

e. Staffing

No update.

f. Miscellaneous

No update.

9. **Repairs & maintenance (Judith)**

JS ran through the plan which had been shared ahead of the meeting. Action: updated plan to be circulated. Action: KS to thank PW for the quote for the loos and manage expectations around timeframes and fundraising.

Mould in the bar area is a separate issue to that on the outer wall, and needs addressing; JS identifies this as a H&S issue for staff working in this area.

Action DC will send a link for Morrisons foundation as possible funder for the remedial work.

10. **Subgroups & projects**

a. ***Newsletter (Adam/Jane/Karen)***

JS advised that delivery delayed due to printing delays; JS may need to ask for someone to stand in as she is unavailable after Wednesday. Discussions took place about balance of content and bringing in community voices and mixing things up a bit. AW will give this consideration.

b. ***Flooding response (Becci)***

No update.

~~*c.* ***Energy improvements (Danny)***~~
~~*d.* ***Membership (Stella, Steve)***~~

11. **FPCA calendar & planning (Becci)**

a. ***March***

Planning for FloFest stall, PRS licence renewal.

b. ***April***

Review pension enrolment, scoping for insurance renewal, planning comms with neighbours for summer music schedule.

c. ***May***

Security review, bar rent review (licence renewal?), start HMRC gift aid application(?)

12. **Date of next meeting:**

Monday 13th April 2026.

Actions Carried Over from Previous Meetings

What	Who	Done?	Comments
DC to introduce AB to the FPCA accountant.	DC	N	
Future FPSCAB operational reporting to be discussed an agreed.	ALL	N	JS / BS to draw up a template.

JS will brief FPSCAB on transfer of employment and legal aspects for completion.	JS/AB	Y	
JL will design a volunteer invitation for the AGM.		Y	
Trustee recruitment should be included in the membership renewal notice – to be discussed next time.	SB/ALL	N	Renewals have now gone out.
Name of the Privacy Notice should be consistent – change all references.	AW	Y	
Comment on Data Protection Policy.	BS	OG	Comments made to PDF, JS will provide word doc for BS to bring back for April.
Comment on Risk Register.	BS	Y	
JS to seek newsletter coordinator from current delivery volunteers, plus promote at AGM.	JS	N	Carry over
SB & SW to do full handover of membership.	SB/SW	OG	Mostly achieved
SB and SW to complete gift aid handover	SB/SW	OG	SB will do 2024 with SW support of needed.

Actions from Latest Meeting

What	Who	Done?	Comments
BS to change permissions for AB to upload files to Google Drive.	BS	Y	
AB will advise staff of forthcoming contracts.	AB		
JS will share those of our policies which the bar staff need to be aware of.	JS		
JS & BS to draw up template for FSCAB operational report.	JS/BS		
AB will share the bar phone number with JS. JS to pass on to trusted neighbours who will not share it further.	AB/JS		
JS will chase Matt at ODS for his costed plan for remedial work required.	JS		
KS to send dedicated AGM notification email with all the relevant information, beginning of April.	KS		
BS to share AGM agenda with committee, KS to put on website.	BS	Y	
KS will organise food for AGM from the Food Hub. JS will help with collection.	KS/JS		
BS to table Risk Register review for April's agenda and add to annual planner.	BS	Y	

KS to add CCTV clause to T&C referring to policy online.	KS		
Some changes for hiring documents: booking request form change £50to £20 for bouncy castle electricity. Check for 'barman' in footnote and change to 'bar staff / bar person. Consistency – lounge v STR.	KS	Y	
KS to put decorating hall on MMP.	KS		
Updated repairs & maintenance plan to be circulated.	JS		
KS to thank PW for the quote for the loos and manage expectations around timeframes and fundraising.	KS		
DC will send a link for Morrisons foundation as possible funder for the remedial work.	DC	Y	

Signed

Chair, 3rd May 2026