

MINUTES OF TRUSTEES OF FLEETVILLE COMMUNITY CENTRE MEETING HELD AT FLEETVILLE COMMUNITY CENTRE TUESDAY 15th May 2019 6.30pm

Those Present:

Trustees: Trevor Parsons(Chair)
Peter Jones (Treasurer)
Faye Penford, Mike Neighbour, Zarqa Aslam,
Momotaz Rahim, Valerie Goodyear-Burrows,
Centre Manager: Cathie Crowne (from 6.50)
Friends: Pauline Thompson, Patsy Spaven
Minutes Secretary: Grenville Wilkinson

1. Absentees etc.:

Jackie Brennan, David Martin, Ashley Walton.

2 Approval of Minutes:

The Minutes of the last meeting of 20th March 2019 were accepted and approved.

3. Areas of Responsibility

Trevor P had Jackie B's agreed list of responsibilities, this was to be circulated before next meeting so all could appraise themselves of the contents and comment/accept.

Mike N questioned what ought be contents of a newsletter.

Peter J. commented Twitter, Facebook and Nextdoor be updated and posted upon.

The maintenance group may wish to appoint a new chair in light of Jackie B becoming a councilor.

4. Web Site/IT Internet etc.

Zarqa A and Faye P to take responsibility for Internet/Social Media etc. and to liaise with Momotaz R and Ashley W.

5. Individual Committee Reports

a) Finance - Peter J circulated his report covering the last 9 months stating that £35k had been placed in a deposit account, he then expanded upon his report, the centre is running viably with funds being up some £26k since 2016.

Trevor asked how much of funds held related to New Build-none at present, it was agreed that as and when required an allocation of funds be made to support getting it off the ground.

b) New Build – Mike N expanded upon Section 106 funding which is a contribution from privately carried out local developments, e.g. Taylor/Wimpey's Beaumont Works, and that an allocation of £43k has been awarded to FCC up from £30k by St. Albans council. A mention in the Herts Advertiser with reference to community centres stated that FCC be supported and not allowed to go into dereliction.

Meetings of New Build group have increased from 1 to 2 per month and preparations for grant application for "Right to Build" are in progress.

Mike proposed the need for various types of rooms in new building, nothing is yet set in stone, these to cater for the various needs and specific requirements of our clients, the final decision being dependent upon costs and requirements.

Further to the Huff-Haus visit a further one is to be arranged with Homelodge Co. UK a Winchester contractor of prefab/sectional units, who can supply a visual display and design

format, all in a package including approximate price based upon information supplied by FCC, the visit is to be arranged by TP on 4th June and will comprise of Trevor Mike Valerie and Cathie.

Further new ideas will be incorporated into the design if funding permits.

A business plan is subject to WIP but needs to be in existence for support presentations, Mike has a draft that needs to be clarified.

- c) Maintenance – question on how to get small tasks/repairs carried out, a nomination was made and approved that all works up to a sum of £3000.00 be carried out by John Crowne as the approved contractor for the centre.
- d) Faye P updated meeting on the Survey Monkey that shows details of what is required in new building, what would people like to see, in what format and how long would they would give FCC support. The feedback and input would then produce a report within 10 minutes.

Faye gave an example of a specific area – Essentially Enthusing volunteers, to encourage more to take part in the activities the centre accommodates.

- e) Constitution – with regards to Charitable Incorporated Organisations Peter J has formatted a new constitution to cover the changes , Trustees will not now be found to be liable for problems e.g telephone agreement renewals. Date of adoption of new constitution being set as 15th May 2019 .
- f) Larks in the Park – this to be used to promote the centre and continue along the lines of last year but with emphasis on recruitment in all areas.

Peter J. to investigate and set up card payment system, after costing same, in order that donations/funds can be received not only on day of event but for future use.

It was proposed and agreed that 2 new gazebo type display tents be purchased prior to “Larks” event and possibly hired/rented out to others afterwards.

6. Fund Raising

At Carole Connelly’s meeting with Trevor P, Mike N, Valerie GB and Ashley W. she was asked to do a sample presentation grant application for demonstration at next meeting to be arranged by Trevor on either 10th 11th or 13th June at approx 10 am, and attended by Mike, Valerie, Peter and himself,

7. Any Other Business

Mike N.informed meeting of Heritage open days, and that the Fleetville Diaries 2018 open day is to be repeated on Saturday 14th September 2019 , 2 to 5pm and will include a history of the building housing FCC, this will be an opportunity to sell the reason for FCC’s existence with the hope of attracting users volunteers etc.

Please note the date of the next meeting has been brought forward to **17th July at 6:30pm**

The following is an agreed list of Trustees meeting dates, all 2019, and all **WEDNESDAYS** at 6:30pm:-
18th September
13th November which will also be the A.G.M.

MEETING CONCLUDED AT 8 PM.