

**MINUTES OF TRUSTEES OF
FLEETVILLE COMMUNITY CENTRE MEETING HELD AT
FLEETVILLE COMMUNITY CENTRE**

WEDNESDAY 17th July 2019 6.30pm

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

1. Absentees etc.: Jackie Brennan, Ashley Walton & Zarqa Aslam

2 Approval of Minutes: The Minutes of the last meeting of 15th March 2019 -
accepted and approved.

3. Areas of Responsibility

Table of Responsibility Table:

Mike suggested to change the number of members of the New Build to be reduced to 7 people which currently is 10 people. Agreed by Trustee present.

4. Fundraising

Friends - Need of new friend

Big Fund Team - needed to apply for funds and grants. To look at local Businesses

Trevor and Peter agreed to meet to discuss the Policy so we are ready for AGM in November

Cathy brought a CV of a person that was at Larks. This person was offering her skills.

Montaz very happy to part of the '**Big Fund Team**'

Valerie - suggested to speak to Mike Palin, he is a fundrasier and has organised events and raised over £6-8000 on each event.4. Attendance -

Agreed that we have looked at attendance. Times were changed to enable people to attend which has helped.

5. Web Site/IT Internet etc.

Website Development Report by Jackie - Updates for website from Larks photos. Next steps, On-line and Payment development - Paypal/Just Giving then link to social media like Facebook, Instagram, LinkedIn. Mike raised the Front page of the website and suggested we need to be more engaging. At the meeting we look at different websites, noted images, photos. Agreed at a sub committee meeting to change front page, change background. Aim for Jackie and Zarqa to change and view before the next meeting. If changed prior to the meeting then to share with the Trustees and Community Centre Manger.

6. Individual Committee

Manager Report -

- Manager Report -
- Bookings seems a bit lower. Cathie will compare from last year in June 2018.
- Lost Bookings: St Albans Town Women's Guild Group - 6 months and decide to finish their group
- New Yoga Class
- Heaters has had Annual Service
- Number of People in the Community Centre - Friday prey meeting, Cathy to send an email & cc: Trevor and David - to mention the amount of people allow in Community Centre so we are insured.
- Larks - seemed less but better layout.
- Driving Test - Fleetville is an emergency hub - as a thank you they have offered to volunteer but now not able to offer.
- Zanna wish for Cathie to be put forward as Trustee, agreed and noted that this would be beneficial and Trevor will check on the amount if we have any vacancies

7. Finance - Peter Jones circulated his report covering the last 10 months

- **Reports** - Still making more money, adhoc bookings is lower but the contract income is higher, nearly 79% this year.
- Peter update the Financial Procedures with some changes - agreed changes by all Trustees.

8. New Build

Very well done to Mike and organising the leaflet. Great leaflets produced and can be used going forward for the New Build.

- Mike presented a powerpoint to show the ideas we have for the New Build, designed by Winchester - including:

- Welcome space, Reception/Office, Kitchen, Cafe, General Meeting rooms, receptions, Performance Space, Children's room and Sensory Space
- Winchest has sent a plan of possibilities and similar to the current size of Fleetville Community Centre

9. Maintenance – attached the list from Jackie, Kitchen's was noted as the top priority.

10. Constitution – Eligible Trustee to sign the Charity Commission which is a declaration.

- Discussed and read through the eligibility and responsibility
- To act as a Trustee for Fleetville Community Centre
- All present understood the reason to sign.

Peter will contact Trustee who were not present at this meeting.

11. Larks in the Park – Raised a similar amount as last year.

12. Trustee - Council - Faye to check the options of a District Councillor to join as a Trustee.

13. Data - Faye to bring the survey from clients that are using

14. Any Other Business:

- **Section 106** - date of spend. Council to confirm that the amount and that this is for Fleetville Community Centre. Mike to send an email to Joe Tavernier
- **Community 1st** - Isabelle Hatfield notes. We are members. What do we need to do and how can they help us. Possibly advertise for a fundraiser and friends. Peter will be contacting and report back to the Trustee at the next meeting.
- **Newsletter** - We discussed a template and Montaz to design this and to discuss at the next meeting.

Please note the date of the next meeting has been brought forward to **18th September 2019 at 6:30pm**

13th November which will also be the A.G.M.

Meeting concluded at 8:45pm*Please Check*