

MINUTES OF TRUSTEES OF FLEETVILLE COMMUNITY CENTRE MEETING HELD AT FLEETVILLE COMMUNITY CENTRE TUESDAY 23rd January 2019 6:35pm

Those Present: **Trustees:** Trevor Parsons(Chair)
Jackie Brennan (Vice Chair)
Peter Jones (Treasurer)
Faye Penford, Mike Neighbour,
Ashley Walton, Valerie Goodyear-Burrows, David Martin,
Zarqa Aslam, Momotaz Rahim(7pm)
Centre Manager Cathie Crowne
Minutes Secretary: Grenville Wilkinson

1. Absentees etc.: Ellie Hudspith, no notification. Reference was made to non-attendances of Trustees meetings and examples were cited, Ellie Hudspith had missed 4 out of last 5 and Momotaz Rahim 3 out of 4, both up to Dec.18. It was agreed, therefore, that 3 absences would generate a letter asking if the person was still interested and if so that more effort and commitment be shown. Comment was made that councillors could only attend if Council timetables allowed, however, as above they be approached to request if they still wished to be Trustees and to also show commitment, as the current constitution requests a councilor from each ward be such, to this end the name of councilor Caroline Brooks was mentioned as a possible replacement, but was to be treated with caution.

2 Approval of Minutes: The Minutes of the last meeting of 4th December 2018 were accepted and approved.

3. Matters Arising: Ashley W. asked if contact with Katie Lingwood had been made, a letter formatted by Trevor P. and Jackie B. had been sent a single copy of which was circulated to the meeting. Peter J. was asked to update on his position as Treasurer, to which dependent upon response to above letter he would be happy to continue.

4. Areas of Responsibility Trevor and Jackie meeting to formalize roles, what is to be done and by whom. It was proposed that a 'Who's Who including photographs and what are their responsibilities, be appended on FCC noticeboard, certain Trustees were already aware of their roles:-
New Build - Mike Neighbour
Contracts/Leases – David Martin
Data etc. – Faye Penford
Manager and User Liaison- Faye Penford
Community Liaison- } Momotaz to assist Ashley in
Social Media - }production of FCC newsletter.
There are 11 Trustees for 10 positions, upon production a list will identify who to contact immediately.
Sub-Committees to only do as directed and to liaise with/through Trustees at all times.

5. Reports and Updates Item 5 was taken out of sequence to allow Faye P. to submit her report in order she may be excused.

Both Faye and Cathie C. are working on statistics to show the usage of FCC, this together and from a full disclosure survey(20 responses),the report/results will be available for March meeting. With regards the Huff-Haus visit, a majority of attendees showed interest in going, it was decided that Friday 22nd February was suitable to a majority, to meet FCC at 10am on that date, potentially 6 to 8 persons going in two vehicles.

- a) Chair- subject replacement notice boards, one should be internal lockable type, and an external one at end of footpath/ramp to centre, Trevor requested obtaining signs to suit, approx. £700 job lot for 2 wallboards and 1 stand alone.
Peter J suggested a banner (placed on railings opposite Morrison's) advertising hire of rooms and directions etc.
- b) Manager-Cathie went through her report, bridge group Monday sessions finished in September '18, sessions went from 4 to 3 then to 2 and will eventually go. Note has been in existence for 24 years.
Alcoholics Anonymous group - No longer booking Fridays.
Dawn Hudson – Pop up Choir, home educated singing choir, very entertaining together with Jigsaw which is activities for pre-school children is a new user.
The drains have recently been cleared, opportunely, avoiding an overflow.
Note of upcoming events, a Fish and Chip lunch on Friday 1st February and Quiz on March 8th at 7:30pm, which the Friends are organising.
- c) Finance-Peter circulated a copy of accounts covering last 5 months Aug. to Dec. 2018. He expanded upon his report there £20,000 expended on requirements/necessities i.e. upgrade and essential maintenance/repair work.
The Friends have increased their balance by some £729.
- d) Constitution – Ashley and Peter have been working together to update, the sample draft circulated conforms to Charities criteria. There were a few amendments to previous constitution, these were with reference to length of service of Trustees, sub-committees and that the Friends would not be restricted to 6 anymore. Peter expanded upon the new constitution with final draft for acceptance having that item 13 being amended from Members to All Users of the Centre, and that FCC could co-opt relevantly qualified personnel for specific duties/programmes on a voluntary basis to match their expertise.
- e) New Build – No meeting, therefore, no report, awaiting visit to Huff-Haus. Replacement of out of date documentation nearly complete awaiting a couple more items, will then generate letter to Council regarding Green Folder which is all but complete.
- f) Maintenance and Enhancement – Jackie expanded upon the report she had circulated giving details of current work being carried out and possible equipment to be purchased from

Tesco's trolley run of £1,000, a meeting will take place with Computer friendly group with regard to purchase of a projector on a 50/50 basis with commitment to FCC.

6. Fund Raising

Trevor informed meeting that there was a possibility of Carole Connelly offering assistance/help with fund raising, he has discussed her input with her and she is very enthusiastic, a meeting is to be arranged with her by Trevor on 11th February at Ashley's house where Mike, Valerie and Cathie will be present. Ashley's address was given to those wishing to take part.

7. Any Other Business:

Valerie GB informed meeting of forthcoming event by Chamber Choir celebrating 60 years, with a concert in Abbey on 27th April.

Cathie asked that a letter of support be drafted to enable the Playgroup to apply for funds to install a trampoline in FCC grounds. Chair/Vice Chair to provide.

Zarqa the potential to alter FCC to a charitable institution would Better enable funding applications especially in light of new build.

Mike N-the benefits in change of status ought to correspond with the fiscal year end on the accounts this being 31st July.

The following is an agreed list of Trustees meeting dates, all 2019, and all **WEDNESDAYS** at 6:30pm:-

20th March

15th May

24th July

18th September

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

Meeting concluded at 8:21pm.