

MINUTES OF THE TRUSTEES OF FLEETVILLE COMMUNITY CENTRE MEETING HELD ON

Wednesday 13th April 2022 at 6:30pm

Those Present: **Trustees:** Trevor Parsons (Chair)
David Martin (Vice Chair)
Peter Jones (Treasurer),
Jackie Brennan, Zanna Millicheap, Brendan Murphy, Momotaz
Rahim(to 7:30)
Friend : Ann Blassberg
Minutes: Grenville Wilkinson

1. Chair Introduction : A series of meetings with hirers/users has taken place, 2 attended 1st meeting, 1 the 2nd. The meetings were well advertised, the lack of attendance by hirers/users was at their discretion. The Muslim Prayer group said yes but failed to attend, as did the Church of God, Cathie C to follow up with them.

2. Apologies : Valerie Goodyear- Burrow, Vicky Grieg, Josie Madoc, Catherine Semple, Cathie Crowne(Centre Manager)

3. Matters Arising : Any matters arising from previous meetings would be discussed within the agenda.

4. Finance : Peter had issued a simplified report upon which he expanded which covered the last 5 months. December having high expenditure and included £2140 for maintenance and refurbishing works carried out by Crowne Construction and a repayment of £1575 to Jon Henderson who mistakenly paid £1750 instead of £175, overall there was a profit of £50 over the last 5 months, and around £13k more in the bank than at end of last financial year, July 31st. Mostly grant monies received. He pointed out that there would be an increase in staff costs attributable to running the new centre.

An amount of £1k promised by Cllr A Rowlands is in 'Purdah' i.e that is, held until after May elections, part of this monies was to be used to promote the new facilities at 'Larks in the Park'.

5. Managers Report : Due to her absence Jackie read Cathie's report, extra to the report Jackie stated that a change of ward boundaries was causing minor concerns to the electorate, and for all to note that there a quiz night would be held on Friday 6th May beginning at 7:30pm, Cathie not being available due to her impending operation, this would be organized by The Friends group, everyone wished Cathie well and it was unanimous that she had complete full rest during and after her operation, knowing Cathie it was deemed that this at least be two weeks minimum.

Zanna went through Larks in the Park, the following items being of interest:-

1. A dog show sponsored by the local vets.
2. Car Boot inviting people to have a stall.
3. BBQ run by FCC, may have to hire equipment and a chef, but FCC would have total control of all to ensure as much income as possible went direct to us, potentially ask for food donations from local sources, e.g. McDonalds, Morrisons, Tesco etc.
4. Friends doing teas etc. no Church of God doing kitchen.
5. Hirers/Users encouraged to promote themselves.
6. Toy maker.
7. Live music at least a swing band and ANO have shown interest.

This year it does not clash with event put on by local school.

6. New Build :

This had been submitted to SADC planning dept. classed as fairly critical, will be considered at May planning meeting, SADC are very positive especially as no objections were received only one comment.

Expected hand over of premises to FCC to be 4th August 2023.

Delay caused by SADC confirming charity status of recreation ground.

Trevor commented rent costs were in abeyance, SADC won't let themselves be pinned down on the subject.

Peter commented that the rates and insurances would be increased in the region of 35%.

Trevor stated 'Fit Out' of new build, Phase 2 of design Details, were not forthcoming from council, albeit a lump sum amount had been included in the construction budget.

FCC were flexible about material supplies as these could change dramatically and could cause some concern and grief.

FCC needs be most alert when 'Fit Out' stage arrived at.

There will be a storage container supplied with portakabins that will be solely for FCC use and not available to chosen contractor.

It was suggested that as much of the current equipment that was surplus to requirements be cleared out initially via Larks in the Park, sales of which, income to FCC, hirers/users to remove theirs prior to vacation and demolition of current premises.

Brendan queried 4 electric charging parking spaces on plans out of a total of 14, only 1 will be definite, the other 3 having power in place but no charging units.

7 Web Site:

Jackie stated nothing had been forwarded or received but up to date, she has little time to provide attention to it, so Brendan was asked if he could assist, but was not in a position to do so at the moment, possibly May onwards.

The current website talks about the transition.

Trevor to organize a meeting with Vicky to try and get a commitment to liaise with Brendan, if not then resurrect the

website committee.

A discussion took place regarding the implementation of an online booking system, at present all bookings go through the centre manager mainly by E Mail. The online system would be provisional bookings only confirmed with manager , the booking schedule could then be seen by hirers/users as to what was available together with online payment method.

8. Personnel :

Trevor asked what was needed to staff the new centre, a manager and an assistant would be better, potentially a new cleaner, Jason not on top form, or outsource to a company, in saying this can we terminate or make Jason redundant, Jackie to clarify.

Meeting Trevor, Jackie and Jason to discuss his future and resolve due to centre 12 months closure.

Security – Howard possibly needed for portakabins and then continuance into new build, Trevor, Jackie and Howard meeting to be arranged to discuss.

Staffing options proposed were a manager and an assistant, a caretaker/cleaner/security person plus a deputy.

The staffing levels would also be dependant upon the length of the centre opening hours.

Gordon – comment made regarding him and continuance to maintain the surrounding gardens.

Zanna pointed out that the hirers/users be subject of ‘policing’ to ensure premises were left as found.

It was agreed that the number of paid employees be kept to a minimum, as with the costs of same.

With regards Trustees, it was reiterated that the specific responsibilities of all be discussed at next meeting, Peter agreed to circulate the previous list of duties defined, pointing out that several areas needs addressing, and went on to list the numerous responsibilities which would be in list he to circulate after meeting. Trevor asked if constitution needed revising to which Peter answered not affected.

Budget for coming year needs action, Peter/Jackie/Cathie to input what hirers/users will still be using portakabins and what expenditures will be incurred

9. Next Meeting dates :-

Wednesday	25 th May 2022	at 6:30pm
Wednesday	29 th June 2022	at 6:30pm
A.G.M.	Wednesday 12 th October 2022	at 6:30pm

Meeting concluded at 8:30pm