

MINUTES OF THE TRUSTEES OF FLEETVILLE COMMUNITY CENTRE MEETING HELD ON

Wednesday 25th May 2022 at 6:30pm

Those Present: **Trustees:** Trevor Parsons (Chair)
David Martin (Vice Chair)
Peter Jones (Treasurer),
Jackie Brennan, Valerie Goodyear- Burrow, Vicky Grieg (to
8:10pm), Zanna Millicheap (to 8pm), Brendan Murphy, Catherine
Semple,
Centre Manager: Cathie Crowne
Friends : Pauline Thompson
Minutes: Grenville Wilkinson

- 1. Chair Introduction :** Opened meeting by stating the planning application for new build had been approved, albeit with numerous conditions, Josie M having informed trustees this was usual from SADC planners and ought not be any problem.
- 2. Apologies :** Josie Madoc, Momotaz Rahim
- 3. Matters Arising :** Any matters arising would be discussed within agenda
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- 4. Managers Report :**

Exceptional number of hirers, booked up, few vacancies, very busy, some completely new approaches.

Cleaning – kitchen/rooms etc. not acceptable, part responsibility of users, to build contribution into rents towards cost of hiring a cleaner or outsourced in new building.

Weightwatchers proving difficult to fit in during construction period.

Lisa of Montesori cannot find alternative accommodation with sufficient storage space, if there is none in new build available, then they may not return, where practical levy a charge for providing ongoing storage space, however Trevor felt we should not encourage long term storage, Zanna responded that it could be based on amount of hiring/usage, it was suggested that external storage may be the answer but would then create a security problem.
- 5. New Build :**

Trevor has received several letters including one from Jay Pattni (SADC) enquiring whether archeological and architectural surveys/assessments had been carried out of current site, he had approached Mike Neighbour for any relevant information, it was commented that the access to air raid shelters/underground passages had been blocked and backfilled

with rubble. This should have been submitted with planning application, Brendan to check/follow up so Trevor can reply to Jay, Planning approval included many usual general conditions according to Josie there was nothing to be alarmed at, ensuring ease of access and as little upset for Royal Road residents as possible, to this end she suggested a social meeting/gathering with them either in current premises, closing down party, or during Larks in the Park on 10th July, where all plans etc. would be on display, it was agreed that details of this be included in the notification delivered to all residents regarding Larks, inviting them to either in order to ask any questions and allay any fears they may have.

Fit out requirements not yet organized or visualised, contractor to get lump sum (PC) for this, from which we could see ourselves working backwards, a specification needs be created showing FCC requirements, David M doing a current list which will expand , however, there are to be no loose fittings, all are to be fixed, therefore, FCC need discussions with contractor prior to any installations/fit out. Trevor to ask Jay P as to what we are going to get, is it on provisional sums and when can FCC get involved. A meeting is to be arranged between Trevor, David and Jay to air our feelings and state our requirements ;- 1. Storage, 2. wish list, 3. process re detailed fit out.

6. Web SiteUpdates :

Jackie B circulated minutes of 23rd May sub-committee meeting upon which she expanded.

The options for using Microsoft or Google were tabled, both were a free service with up to 300 units/persons.

Discussions with contractor needs taking place to ensure the correct cabling is installed to support IT requirements etc.

Cath. S asked what software will be installed/available.

E Mail from Momotaz said she was ready to issue the next Newsletter.

7. Personnel/H R :

Proposed Sub Committee structure for Fleetville Community Centre Trustees

It was noted that any trustee could attend any meeting but that a core of 4 or 5 people needed to be identified so meetings are manageable to arrange.

Each group will need to elect a chair and minutes must be taken and circulated after every meeting. Dates and times of meetings should be circulated to all trustees so they can attend if they wish:-

Marketing and Communications:

Peter	Treasurer
Vicky	Marketing
Brendan	IT and Social media
Pauline	Friend – co-opted
Momataz	Newsletter

Finance and Fundraising:

Peter	Treasurer
Jackie	Deputy treasurer
Val	Bank account 3rd signature
Catherine	Playgroup and professional knowledge

Human Resources:

Vicky	Professional knowledge
Zanna	Long term trustee and current user
Jackie	Finance
Cathie	Manager – co-opted

Website and IT:

Brendan	Professional knowledge
Jackie	Current website administrator
Vicky	Marketing and Communications
Another person maybe needed here – Josie – for social media	

New Build and Property:

David	Vice chair of trustees and current role
Zanna	Involved with new build from the start
Trevor	Chair of trustees and professional knowledge
Catherine	Current and future user

Vicky requested there be clarity of responsibilities and decision making.

This infrastructure needs to be in place ready for new building.

There should be a recruitment drive at Larks in the Park, especially from people with particular skills and who can be seconded to the relevant committees above.

There was discussion as to how to approach Jason the current cleaner, who had contacted Valerie as to what was happening, Jackie stating there ought be a HR meeting ASAP as to which way forward, as correct procedures must be followed if redundancy is the only option that is ensure tt's are crossed and ii's dotted, especially with any letter of notice and subsequent redundancy, Vicky and Cathie C are to meet with Jason to discuss.

8.Finance Report :

Peter expanded upon his report that he had circulated prior to meeting, the Friends monies had been identified as a separate item for their benefit.

He emphasized that there needs to be an increase in sales of lottery tickets identifying FCC as the chosen charity to support, this to be promoted at Larks in the Park.

The rent for new building has not yet been finalised, and ought not to have a major impact on two childrens groups who will be paying the same as now whilst occupying the portakabins, nothing has been forthcoming from SADC as to rent of portakabins, but FCC will be responsible, as now, for utilities, insurances, cleaning etc.

Cathie C was asked to supply an income forecast for users of Portakabins, to give Peter some idea of what to expect.

9. Larks in the Park:

Zanna having left meeting this item was left in abeyance, however Valerie requested that soft toys, especially teddy bears, good quality items and bottles of alcohol be donated for the raffles and lucky dips that she will be organizing.

10. A.O.B:

David M gave advance notice of his none attendance at next meeting.

**11. Next Meeting dates :-
A.G.M.**

Wednesday 29th June 2022 at 6:30pm
Wednesday 12th October 2022 at 6:30pm

Meeting concluded at 8:30pm

Addendum to meeting :-

Following on from Josie's comment regarding herself and other council members attending Larks in the Park ought an invite go out to all others involved in the scheme i.e. Architects, Surveyors and especially main contractor to have a presence, two fold, one to support FCC, and two to promote themselves?

The next scheduled meeting with the council ref the new building is Weds 15th June