

**Newtown Community Association
Committee Meeting
Tuesday 19 November 2013 at 8 pm
At 10 Clifton Hill**

Minutes

Present: Su Aves, Derek Burnside, George Dumble, Jackie Holdstock, James Leigh, Rory McNeile, Michael Parrott

1. Apologies - none	
<p>2. Review of Minutes: of meetings 8.10.13 and AGM 19.10.13 both minutes were approved to be an accurate record of the meetings and signed by the chair.</p> <p>Matters arising not elsewhere on the agenda</p> <p>Derek explained the difference between restricted and general funds.</p>	
3. Honorary officers and all committee signed to accept being charity trustees of NCA. Each have a copy of the constitution.	
4. Secretary: The committee will ask people they know who might be willing to be secretary. George suggests we divide the job up and have two secretaries – a minutes secretary and another secretary to deal with emails and post. Derek will take minutes if and when necessary to support the secretary.	Write job specification of secretary- RM and SA
5. NCA meeting dates: Management Committee meetings are to be on a 2 nd ,3 rd or 4 th Monday of each month or ideally a Thursday at 10 Clifton Hill. Forum meetings (Open meetings) are to be on a Monday once a quarter at Belmont Hut. Our financial year is the annual calendar so the first meeting will be in January so the treasurer can report on finances. Open meetings to be at 7.30pm on Mondays 27 th Jan 2014, 28 th April, 7 th July and then the AGM at 10 am – 1pm on Saturday 4 th October.	
<p>6. Bookings: See attached updated paperwork for changes made, which are to be sent out to users booking the hut on first enquiry and when they are sent the key code. It contains How to book, About the hut, Hut Rules and Fire safety rules (the later with a, b, c kept in and declaration f taken out).</p> <p>The committee reserve the right to refuse users if they break hut rules. Repeated incidents will be considered by the</p>	SA to update and send to JH and PM to put on website

<p>committee and reviewed before users are refused use of the hut. Possibly a chairman's letter will be sent to a user breaking rules.</p> <p>Political groups can use the hut as any other user.</p> <p>Jackie is congratulated and committee said well done for all she does. Cupboards for storage: The Wednesday group of home educators no longer need to use the white cupboard in the room so another group could use it. Storage cupboards 4 and 5, and the white cupboard need locks and their centre bolts replaced. Czech school can use cupboard 5 and Kate Dinin - cupboard 4, Jackie to let them know. Su to ask Ali to empty cupboard 4 which she offered to do.</p>	<p>JL and GD to check locks and bolts and replace them</p> <p>JH</p> <p>SA</p>
<p>7. Holding (Property) trustees: Three needed. Management committee have made a decision that P Morgan is no longer a property trustee so he needs to be contacted. Holding Trustees keep in trust the property of the NCA and keep a check and balance on the dealings of the NCA. They call management to account on decisions. Rory to write a letter to invite three people suggested to become our Holding Trustees.</p>	<p>RM to ask possible Holding Trustees and write letters</p>
<p>8. Constitution information to send to the Charity Commission:</p> <p>New constitution to be sent and trustee names and addresses.</p> <p>All committee agreed to their information being sent.</p> <p>Trustee Indemnity insurance has been paid at an annual premium of £169.60 and the cover is £250,000.</p>	<p>SA</p>
<p>9. Treasurer's Report (DB) Appointing Auditors, Derek will ask CVS but we also have suggestions of two others. Accounts to be audited after accounts end of year in December. £8980.21 is total on account currently. 2013 accounts will be audited, and then years going forward.</p> <p>Toy library also use CVS will ask them for contact.</p>	<p>DB</p> <p>MP</p>
<p>10. Police report: Kate Rees moving wards. Julie Chapman is joining Nic as our PCSOs. Report attached. Will invite neighbourhood PCSO teams to come to Forum meetings, also local councillors. For other meetings just ask for a written report from PCSOs. Thanks to Nic for the report submitted. Michael to thank Kate officially for NCA for all her terrific work.</p>	<p>SA</p> <p>MP</p>

<p>11. The Vision – update from Granted. Alex was told he did not need to attend this meeting but to send a report. The report identifies all funding they can apply for. They are in negotiation with the council and have put in an application. Identifies deadlines and funds. Some deadlines in Feb so applications will go out in New Year. Alex will be invited to Forum meeting in January and then NCA will decide whether to continue contract or terminate it at that point.</p> <p>If we identified another application we could apply to it ourselves but best to use them to do the applications.</p> <p>George aware of another fund we could apply for, a Canadian organisation, he will follow this up to find out contact details to see if it is suitable to approach. Worth talking to Roger Spackman about this.</p>	<p style="text-align: center;">GD</p>
<p>12. Grants: PCC (The Crime Commissioner Grant) – deadline was end of Oct and we did not have an appropriate idea to apply. It could not be used for the Vision project as it needed to be spent this year. We could go for it next year.</p> <p>DDA grant updates – money for the Disability access will be used for the ramp etc. Confirmation that agreement for use of this money has come through, bid was for £1000 costs. Derek will deal with this and contact builder: Davies. Money paid when repairs/works done. Publicity for this use is to be discussed later.</p>	<p style="text-align: center;">DB</p>
<p>13. £5000 Park improvement contribution – Part of allowance given to the city council for the development work Printworks Section 106. Some has been spent and a balance of £2500 needs to be spent by the end of March 2014. We need to come up with ideas. RM will contact Ian about this for clarification of where we are with this.</p>	<p style="text-align: center;">RM</p>
<p>14. S106? St. Luke’s development by University, Sidwell St development Lighting in our park should be improved by the council. Rory to ask if all S106 money could go towards the Vision. Will ask Ian H and councillors. Rory sent letter re St Lukes development asking for S106 contribution, but University is exempt from paying S 106 but they have a community fund which might be worth approaching. Richard Branston says we will be getting S106 money from Sidwell St (Red Lion Lane) development.</p>	<p style="text-align: center;">RM</p>

<p>15. Employment of Cleaner: In Part 2 minutes.</p>	<p>DB and SA</p>
<p>16. Banners/poster pockets MP and DB to source two banners to go on the hut (facing Belmont Road and Gordon Road) one short and one long worded “ Newtown Community Association, with NCA logo, and website address.” Black and White. Permanent hooks to be put up by JL and GD.</p> <p>Paul Dugard gave permission to consider pockets, 2x A4 at the biggest, to be put on railings and lockable. How about Blackboy Road which does not have railings to use? Belmont and Gordon Road do have railings. Ask the Parks department, if we could have a decent noticeboard at all entrances. Pockets may be vandalised so would it be better if we put it up two by both roads like the one we already have, check with Parks Dept. SA to talk to Paul Dugard. Look up who designed the other notice board. Notices could be put up with string on a patterned board, better design. Using gaffer tape damages the signboards.</p>	<p>MP and DB</p> <p>JL and GD</p> <p>SA</p>
<p>17. Events and Cafes</p> <ul style="list-style-type: none"> • Review Oct/Nov Cafes – Craft Fayre 17th Nov Thanks to Elena and Su. £127 made. Halloween thanks to MP and DB for successful event and thanks to the Ghosts, Rory Cunningham and students. • Winter warmer – MP to invite all councillors and members who attend the meetings, users of the hut JH has email list, membership list. Poster designed by MP. 6-9pm on Sunday 15th Dec. Donations only. Same amount to be spent as last year on drink and food. Peter M, Sally P will deal with food and drink. • Future Cafes/Events 2014: discuss at next Dec meeting Qigong, Social Cafes (Su), Choir, Dec Winter warmer • Dates for next years diary Suggestions for events from community from AGM <p>Committee meetings and forums (see 5 above)</p> <p>Leave rest of agenda to next meeting</p>	<p>MP</p>
<p>18. Digital Newsletter update (MP)</p>	
<p>19. Hut repairs/Health and Safety tap, cupboards, toilet door</p>	

<p>20. Memberships: of Community council of Devon – should we be members, are we now? We receive their Events bulletin. Scrapstore membership has expired.</p>	
<p>21. AOB:</p>	
<p>22. Date of next management committee meeting Monday 16th December 2013 7.30pm at 10 Clifton Hill. DB to take minutes.</p>	