

**Newtown Community Association Committee Meeting
Monday 21st March 2016 at 9 Gordon Rd, 7.30 pm
Minutes**

Present: Derek Burnside (Treasurer) Jackie Holdstock (Hut Bookings Manager), James Leigh (Hut maintenance), Rory McNeile (Chair), Michael Parrott (Vice Chair & Publicity).

Visiting: Su Aves.

	<u>Item</u>	<u>Action by:</u>
1	Apologies: None	
2	Review of minutes of 18th Jan. The minutes of the previous meeting were approved, and signed by the chair. No matters arising not covered elsewhere.	
3	Treasurer's report. Derek had previously submitted the 2016 accounts to date, which are attached with these minutes and will be available on the website. The NCA account stands at £14,327.25. We agreed to raise cleaner Lyn Knapp's wages from £8.50 to £9 ph with effect from April 2016.	DB
4	AGM review The 20 th Feb meeting was successful in many regards, although was not quorate. The May 14 th Forum meeting will be an extraordinary meeting at which we can vote in the 2016 management committee; Michael will ensure the necessary public notice is given.	MP
5	Secretarial Duties. Jacky Cox will be circulating draft policies, which we will need to put in place before we can officially register with the CVS. They are kindly already advertising our secretary vacancy. Following Su's resignation we have not yet received any offers to fill the vacant role. Urgent actions that need to be undertaken before the next secretary is appointed will be covered as follows: <ul style="list-style-type: none"> • Rory will prepare and circulate the agenda, ensure minute actions are executed, and keep the committee diary. • Derek will take and circulate minutes of meetings, and will receive Su's secretary files. • Responding to enquiries. Su will ask Peter Montgomery to arrange for the secretary address emails to be automatically redirected to the chairman's address. Rory will check with Peter how to access his chairman's email account. Su will start redirecting all email enquiries to the secretary address. • Reporting to the Charity Commission. This year's reports are ready, but it can wait until May. • Lyn Knapp will now report any issues to Jackie, and hut maintenance issues direct to James. Jackie will request that Lyn occasionally cleans cupboard doors, and inform her of her pay increase. • Health and Safety. Rory as chair will take overall H & S responsibility, with James, Derek & Lyn assisting. 	RM DB SA RM JH RM
6	The Vision Rory has ascertained that none of our previously secured funding has been lost. We will need to pay £1500 for renewed planning permission, which we will do once the building design is confirmed. We need to have at least three building tenders, and possible bidders are being explored, including one suggested by Peter Morgan. Rory will put the plans onto a Dropbox link, to which builders can be directed. MACE have confirmed that they will be making a contribution to the building, although we don't yet know how much.	RM
7	Grant Applications Su has applied for £800 of grant money for play equipment with a further £800 coming in the next financial year. Michael will make it a Newtown News, Express and Echo and Newtown School newsletter article. Michael will also prep a flier for the notice boards. An 'In Your Neighbourhood' Britain in Bloom application for expert help has come in. Jo White has spent only half of the allocated monies that went to her 'Greening Portland Street' project, so some of those remaining monies could be used.	MP

8	<p>Exeter Community Forum Draft Strategy has been published, which outlines the way a more coordinated community voice will liaise with the City Council, and is due to be approved by the City Council shortly. This will include recommendations on the spending of grant monies, including CIL funds, of individual grants up to £50k. An ECF grants panel will be established that will include members of local community groups such as ours, to assess grant requests from community groups: a set of priorities and criteria has been established. Match-funding or seed-funding of online crowd-funding bids will be considered. Neighbourhood Plans will be encouraged and professional support will be offered; £80k has been set aside for this. £60k will be set aside to fund Community Organisers, part of whose role will be to support the creation of Neighbourhood Plans. £30k will be spent of encouraging community collaboration. Rory will continue to keep us informed.</p>	RM
9	<p>Hut Issues</p> <ul style="list-style-type: none"> • Lighting has been repaired by GasLec: • Cupboard door has been repaired. • Donations of screwdrivers and other tools to form a hut toolkit would be appreciated. James will bring some containers to the hut in which to start a new tool collection. • The toilet flush has been repaired. <p>Our thanks were expressed to James for organising or executing all of these repairs.</p>	JL
10	<p>Future Events:</p> <ul style="list-style-type: none"> • Respect Festival: 11th – 12th June. No requests for the hut’s hire have been received; Jackie will confirm with Suaad. We agreed not to have a dedicated NCA stall this year. Michael will design a general-purpose A5 flier that can be distributed over the weekend. • Table-Top swaps have been confirmed for 17th April, 10th July & 16th October, 2 – 4.30pm. Steve and Sally Palmer will be organising them. • The final Rhino cafe will include a speaker from the zoo, and the reveal of the completed rhino. The trail Rhino placement will now be indoors: the sports centre, the Globe, or a Newtown a shop or house window are all options. The Rhino’s final placement is now uncertain; further discussion is necessary. • Newtown Food Festival Sunday 18th September. The NCA’s 30th birthday party will be 2017, so we will down-scale this autumn’s proposed event. Su will ask Peter if he will again kindly be available to coordinate music. We will ask for volunteers for a working party at the next Forum meeting in May. • Craft Fair provisionally scheduled for Sunday November 20th. The ‘Bags of Hope’ lady has offered her assistance in organising it. • Winter Warmer Sunday 18th December, 6pm. Sally has offered to coordinate refreshments, and the choir will hopefully sing. 	SA
11	<p>AOB: None</p>	
12	<p>Date of next Committee Meeting: Monday 18th April , 7.30pm, 9 Gordon Rd. Date of the Forum: Sat 14th May: Apologies from Derek: working abroad.</p>	All