

**Newtown Community Association**  
**Additional Meeting Wednesday 3 November 2010**  
**to discuss bookings**

Present: George Dumble, Ian Harrison, Jackie Holdstock, Gay Smith

Apologies: Duncan Jackson , Peter Montgomery

Item	Action
<p><b>1. Who is on the Management Committee?</b>            Should the management committee be people holding office with specific email addresses as follows:            Ian Harrison E <a href="mailto:chair@newtowncommunity.org.uk">chair@newtowncommunity.org.uk</a>            Duncan Jackson E <a href="mailto:treasurer@newtowncommunity.org.uk">treasurer@newtowncommunity.org.uk</a>            Gay Smith E <a href="mailto:secretary@newtowncommunity.org.uk">secretary@newtowncommunity.org.uk</a>            Jackie Holdstock <a href="mailto:bookings@newtowncommunity.org.uk">bookings@newtowncommunity.org.uk</a>            Michael Parrot E <a href="mailto:publicity@newtowncommunity.org.uk">publicity@newtowncommunity.org.uk</a>,            Peter Morgan E should this be something like <a href="mailto:H&amp;S@newtowncommunity.org.uk">H&amp;S@newtowncommunity.org.uk</a>?            Peter Montgomery E could now be <a href="mailto:webdesign@newtowncommunity.org.uk">webdesign@newtowncommunity.org.uk</a>?            Plus George – should George have a Newtown email address?            Possibly Derek.            And our Projects Officer when we get one.            Once established we will put these contacts on the www.</p>	<p>All,            please            confirm</p>
<p><b>2. Hire Charges and definition of regular users</b>            a) <b>Hire Charges</b> Jackie has carried out an extensive survey of similar facilities around Exeter and East Devon and we are the cheapest, in most cases by far. The closest to our charges are those for Sylvan Hall at Stoke Hill which charges £5 ph daytime, £7 ph evening and a higher charge for weekends. It was decided that this needed more discussion.</p> <ul style="list-style-type: none"> <li>• Secretary will inform regular hirers of any increase in charges as soon as a decision is made.</li> <li>• The charges will be reviewed annually.</li> </ul> <p>b) <b>Definition of Regular and Occasional Users</b></p> <ul style="list-style-type: none"> <li>• Regulars weekly 48 – 52 weekly sessions per annum</li> <li>• Regulars weekly (termly) 32 – 36 weekly sessions per annum</li> <li>• Regulars monthly 9 – 12 monthly sessions per annum</li> </ul> <p>This takes account of times like summer and Christmas holidays when</p>	<p>All             Gay              All</p>

<p>groups may not meet.</p> <ul style="list-style-type: none"> <li>• Any other permutation is likely to incur the occasional charge.</li> <li>• Appeals should be addressed to the Secretary for discussion at the next meeting.</li> <li>• Gay will inform regulars of this immediately this is confirmed by the committee.</li> <li>• Definition of regular and occasional users will be published on the www.</li> <li>• George to supply simple booking form previously created.</li> <li>• Booking forms should be with Jackie with full payment at least one week before booking. Those that are not can be re-let. NB Some of our users still pay in cash!</li> </ul>	
<p><b>3. Insurance and Health &amp; Safety</b> Gay will redraft the hire information to include:</p> <ul style="list-style-type: none"> <li>• Statement of the ethos of the hut, that it is run and maintained by volunteers, cleaning, community spirit, etc.</li> <li>• If necessary there may be a requirement for separate insurance for regular groups and some occasional users especially when running large events.</li> <li>• Responsibility to check the hut for safety before and after their session</li> <li>• Clear up whether or not it is “their” mess, i.e. leave the hut in the condition you would like to find it!</li> <li>• Occasional hirers should be made aware of their own responsibility to check the hut for safety before their party. H &amp; S Officer will draw up a check list which can be provided.</li> <li>• Accident book and first aid kit should be clearly evident.</li> <li>• Regulars should have their own first aid kit (and accident book?)</li> <li>• Every booking should confirm they have a mobile phone for emergency use.</li> <li>• Clear emergency and fire drill information should be published on www and displayed in the hut (notice board).</li> </ul>	<p>Gay George? Ian? Peter</p>
<p><b>4. Exeter Open Studios Booking 2011</b> Gay spoke to a local artist exhibiting this year. She doesn't know James Hedge although knows of him. Artists do have to pay a fee to exhibit and she said that £20 per day would be a very minimum that might be paid. So £60 for three days per artist exhibiting is something we can work on multiplied by however many artists are booked for our hut. Some venues also charge 40% on sales but that might be something we would waive. Once a decision is made Gay will contact James Hedge.</p>	<p>All  Gay</p>
<p><b>5. Bookings over Christmas and New Year</b> It was agreed that we should let the hut on Christmas Eve and NY Eve if required but the finishing time should be 11pm to allow time to clear up and users should be reminded about the residents nearby. The booking should be 7 pm to 12 midnight. Ian and Jackie will discuss with the</p>	<p>Gay Ian Jackie</p>

hirer who requested bookings at these times.	
<p>6. <b>Cupboard Charge</b> It was agreed that a per annum fee should be charged to cupboard users, paid at the start of the year.</p> <ul style="list-style-type: none"> <li>• This will be put on the www</li> <li>• Gay will inform regular hirers with cupboards of this. Despite repeated requests all cupboard users have not identified themselves.</li> </ul>	Peter Gay
<p>7. <b>Stalls at Cafes</b> It was agreed that we need more activities to attract visitors as music is not always available, but it was agreed that stalls were not the way to go. Gay has emailed regular users to ask if some of them would like to provide a social activity possibly based on their culture or interests. Peter has emailed the Indian Community with the same proposal.</p>	
<p>8. <b>Digi Pad on Front Door</b> It was agreed that George should look at installing this and that the code should be changed monthly. An annual list will be drawn up and supplied to regular hirers. George will take responsibility for regularly changing the code.</p>	George
<p>9. <b>Email List of Management Team</b> Gay will let George have a list of these once they are confirmed.</p>	
<p>10. <b>Date of Next Full Meeting</b> Tuesday 30 November 8 pm in the hut.</p>	