

**Newtown Community Association**

**General Meeting Tuesday 19 July 2011**

**NOTES**

**Present:** Su Aves, George Dumble, Ian Harrison (Chair), Peter Morgan (H & S), Michael Parrott (Publicity), Gay Smith (Secretary). The meeting was quorate.

**Apologies:** Joan Bond, Cllr Richard Branston (ECC), Jackie Holdstock (Bookings), Peter Montgomery (Treasurer), Cllr Richard Westlake (DCC).

| ITEM   | ACTION   |
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| 1. <b>Minutes of Last Meeting</b> These were not signed off and will be raised again at the next meeting.  | Gay<br>Ian   |
| 2. <b>Health and Safety</b> Peter Morgan has requested that he receives H & S emails only and this was agreed. Several points were raised: <ul style="list-style-type: none"> <li>a) <b>H &amp; S notice board</b> Gay will make a laminated sign for the small board on the hall as a dedicated H &amp; S notice board. Fire certificate and other important notices will be displayed on this board.</li> <li>b) <b>Fire Procedure</b> Peter will produce a Fire Procedure/Evacuation notice.</li> <li>c) <b>Capacity of Hut</b> Peter will find out how to assess safe capacity of the building depending on usage and advise accordingly.</li> <li>d) <b>First Aid</b> The Committee understands that we should have a First Aid box for our use but that hirers should provide their own. Peter will find out the procedure for hirers and first aid boxes. Hirers information will need to make this clear.</li> <li>e) <b>Hirer's Information</b> As we have no telephone, Gay to check that hirers are requested to have a working mobile phone when using the hut.<br/>Gay to ask Jackie for an updated version of the Hirers Information so that we can ensure all additional items are added.</li> <li>f) <b>Food Hygiene</b> Kitchen Inspection certificate is in a file in the kitchen. Gay will provide a copy for Peter. Peter to check whether some of the cafe team need to have a food hygiene qualification and if so at what level. Gay to ask Kat Pringle about the food hygiene qualification she had. Peter will look into kitchen monthly check list which hasn't been completed for some time.</li> <li>g) <b>Annual PAT test and Electrical Circuit Test</b> George believed that we are duplicating our electrical circuit test by paying for one privately because ECC currently does one as well. Ian to check this with ECC. Electrical equipment has not been PAT tested since 2009. Ian will look into this. Peter asked how we deal with electrical equipment brought into the hut and not PAT tested. Will need changes to hirer's information to make it clear that equipment not PAT tested must not be used.</li> </ul> | Gay<br><br>Peter<br>Peter<br><br>Peter<br><br>Gay<br><br>Gay<br><br>Peter<br><br>Ian |
| 3. <b>Belmont 125 Event 30 and 31 July 2011</b> Gay and Michael reported that most things are in hand so long as the weather is OK. Notes: <ul style="list-style-type: none"> <li>a) <b>Transportation of Tents and Chairs</b> Gay has briefed Midas. The tents and chairs will be collected from the University and Belmont Chapel taken to the hut on Friday. They will be collected again by Midas on the Friday or Monday from the hut and returned. Thanks to Midas, Derek and Rory for their help with this. <i>(post-meeting item)</i></li> <li>b) <b>Music on 31 July</b> We have bands for 30 July but none for 31 July. George will attempt to obtain a PA system through which we can play music if we are unable to obtain the services of any bands. Ian and Gay are still looking.</li> <li>c) <b>Country Dancing</b> Su reported that Muriel still hopes to run a country dancing session on</li> </ul>   | George   |

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| <p>the 31<sup>st</sup>. We will adapt to the situation as it develops.</p> <p>d) <b>Children's Activities</b> Su has found a huge number of "Victorian" children's games which can be played. Equipment is coming together and Ian has obtained some hessian sacks for sack races. Sue also has some indoor parlour games in case the weather is bad. We need to find some small prizes. Su still needs more helpers on the day.</p> <p>e) <b>Cafe</b> Sally and George have the cafes under control. Committee members with other duties will drop in and help where they can but more helpers are needed. Cakes are needed also. Gay will send out a general message.</p>  | <p>Su</p> <p>Su</p> <p>Gay</p>  |
| <p><b>4. Any Other Business</b></p> <p>a) <b>Reply to Yvonne Atkinson email about Student Developments</b> This was discussed and a response drafted. Gay will circulate the draft for final approval.</p> <p>b) <b>Cleaner's Rota</b> It was agreed that there were several little jobs which need to be done regularly such as cleaning out the kitchen cupboards and drawers and the bottom of the chairs. Gay will contact Sue Gould to organise this. Gay will also ask Sue to do a big clean after Belmont 125. Gay will give keys to Sue as soon as possible, for new cupboard to contain vacuum cleaner purchased by Ian on a recent visit to a charity supplier and bench storage for dry materials, both supplied by Midas.</p> <p>c) <b>Too Many Emails</b> In trying to keep each other informed, the Committee has been receiving a huge volume of emails. It was agreed that in general a reply should be sent only to the sender and not to other members of the General Committee originally copied.</p> <p>d) <b>Piano Tuning and Repair</b> It was agreed that the piano should be tuned and repaired as it is used by many of the musical groups hiring the hut. Ian agreed to supply a piano stool. There was discussion about whether the piano should be locked and a key supplied to bona fide groups.</p> <p>e) <b>Hallmark Quality Assurance</b> Alex of ECI has supplied Ian with a checklist to see if NCA can achieve the Hallmark Quality Assurance certificate. Peter will take this away to look at it.</p> <p>f) <b>Respect Festival Charge for Hut Hire</b> It was agreed that we should charge the same as last year and that Gay will ask the Treasurer to invoice Paul Giblin for £250.</p> <p>g) <b>Cafe Table Cloths</b> It was agreed that Gay will purchase plastic table cloths from The Range.</p> <p>h) <b>Table Tennis Table</b> Ian will ask Paul Faulkner how much it would cost to put in another one.</p> <p>i) <b>Football Wall</b> It was noted with anticipation that work has started.</p> <p>j) <b>Barbecue Area</b> As this is still a popular idea, Ian will discuss with Paul Faulkner.</p> <p>k) <b>General Committee Contact Details</b> Gay will circulate the General Committee with contact details for all members.</p> <p>l) <b>Woodcraft Venturers Music Project</b> Paul Vincent asked whether the Venturers could contribute music to one of our cafes. A provisional date was agreed of 25 September. Paul will email Gay with further information.</p> | <p>All</p> <p>Gay</p> <p>Gay</p> <p>George<br/>Ian</p> <p>Gay</p> <p>Ian</p> <p>Peter</p> <p>Gay</p> <p>Gay</p> <p>Ian</p> <p>Ian</p> <p>Gay</p> <p>Gay</p> |
| <p><b>5. Date of Next Meeting</b> Tuesday 13 September 2011 at 8 pm. Gay to check Calendar.</p>  | <p>All</p>  |