



Creekmoor Community Association Steering Group

Meeting 19th January 2004

Present:

Andy Pedrick	<i>Chairman</i>	Phil Blake	
John Godber	<i>Secretary</i>	Sandy Openshaw	<i>Treasurer</i>
Roy Cook	<i>Social Club Representative</i>		

Apologies:

Tony Smith		Judy Butt	
David Butt		George Galway	
John Rampton	<i>Borough Representative</i>	Andy Rice	<i>Deputy Chair</i>

1. Apologies

See above.

2. Previous meeting minutes

These were agreed.

3. Actions review

See table at end...

4. Finance

The Social Club should have paid their November rent by 15th Jan but this has been deferred. Andy P and Sandy will meet with the Social Club representatives to try and clear a way forward. While the relationship between the Steering Group and the Social Club is officially a landlord-tenant one, the reality is, or should be, much more of a partnership – we both need to understand what has to happen to make that partnership work.

Current outstanding bills are:

- Wessex Water – we need £120 to bring us up to date
- Secure Alarms – we have a non-standard bill for corrective maintenance that we believe is due to the condition of the Social Club doors. To be paid, though we need to understand more fully the agreement between the Social Club and ourselves. It's believed that Dickinson Manser hold the agreement; John G will check whether Marie Krolski can get hold of a copy for us.

We have a three-week booking from the Flying Men.

CCG owes CCA £6 – Andy to chase CCG Treasurer.

Current bank balance stands at £2021-21

5. Achievement, direction & planning

Sandy has received a return to be completed for the Charity Commissioners – Andy P will check with Community Matters whether or not we have to compete this in our role as a Steering Group. *[Andy has checked, and we do – it's in the post.]*

Sandy has two copies of the Charity Commission newsletter for general circulation and interest. John G will start the list.

Information and guidance on insurance is available under CC49 on the Charity Commission website www.charitycommission.gov.uk .



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Sandy will mail out the Hirer's list and contact list to John G and Andy P. *[Done]*

Sandy is receiving frequent calls from an Andrew Hamaton looking for us to take up a presence on 'Bournemouth on the Web', part of UK on the web. John G will check it out. *[Done – it looks a useful site, but not a priority for us. Sandy will suggest that they contact us again in June/July and John G will be contact point.]*

Andy P will look to get the number of sets of keys for the building under control and raise with the Social Club the possibility of them acting as keyholder for the centre.

Andy P has spoken to Stephanie from Community Matters who confirms that we should be able to incorporate CCG as a sub-committee, working to their existing charter.

The session with Community Matters around roles and responsibilities is set for 16th February in the Community Centre.

We need to regularise the role of bookings secretary; George will pass bookings on to Roy for the moment. Sandy has the diary. John G will look at using the web to make bookings.

We also need to sort out an arrangement for a caretaker. Andy R may be able to help.

Future agenda structure will be...

- Apologies
- Meeting notes
- Actions review (from this meeting I'll switch to CCG type format for actions)
- Finance
- Membership (need a membership secretary, which I think Sandy is doing at the moment)
- Building management
- Organisation development
- Social club (with reps)
- AoB

John G will use Adobe PDF format for emailed documents in future to avoid issues over availability of software and versions. Adobe Reader is available free from <http://www.adobe.com/products/acrobat/readstep2.html> . Email will hit most members of the steering group, and Sandy will act as link to Tony, George and Phil.

6. Social Club

No representative was available for the Social Club session. We need regular attendance to maintain the flow of communication. Andy and Sandy will set up a meeting with the Social Club for the end of February.

7. Any other business

Next meeting will be the Community Matters session on 16th Feb (see earlier).



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ACTIONS LIST

#	Action	Who	Update
031104-01	Investigate leak in ladies toilets and look at second-hand trough for gents	Andy R	19.01 No update
031104-02	Check out insurances coverage	John R	19.01 No update
031104-03	Arrange revised signatories for bank	Sandy	Done
031104-04	Contact Jenny Waldron to see if she is happy to be co-opted for environment matters	Andy P	Done – OK
031104-05	Look at costs of providing Yale keys to members for security	Phil N	19.01 No update
031104-06	Set up arrangement with Tower for regular sanitary supplies	Sandy	19.01 Sandy has completed the form for Tower but has not as yet got a 'shopping list'
031104-06	Fix leaking roof	Andy P	Done
031104-07	Deal with boiler not working	Andy R	19.01 No update
031104-08	Chase up rent payments and obtain a set of Social Club current accounts	Phil N	19.01 Sandy has the accounts for year end Jan 2003. The Club year end is 31 st Jan each year, so it is unlikely that we will get a draft set for 2003-4 until around April
040119-01	Discuss finances and relationship with Social Club	Andy P Sandy	
040119-02	Try to get a copy of the CCA-Social Club agreement through Marie Kroloski	John G	
040119-03	Chase CCG Treasurer for rental amount owed to CCA	Andy P	
040119-04	Bring key situation under control and check whether we can use Social Club as keyholder for lets	Andy P	
040119-05	Check out the possibility of using the web to make CC bookings.	John G	
040119-05	Meet with Social Club to ensure representation at CCA SG meetings	Andy P Sandy	