



Creekmoor Community Association

General Committee

17th January 2005

Present:

Andy Pedrick
John Godber
Phil Blake
Anne Barnley

Chairman
Secretary
Christ Church

Sandy Openshaw
John Rampton
Sheila Hosking

Treasurer
Poole Borough

Apologies:

Karen Rampton
Siobhan Coleman
Sue Greenway
Monica Newnham

Andy Rice
Ted Greenway
Osmond Newnham

Vice Chair

1. Apologies
See above.
2. Last meeting minutes
Approved.
3. Actions Review
See table at end for updates.

Matters arising

The Charity Commission has commented the revised constitution, suggesting that we remove the tight definition of area of benefit from clause 2(a) and instead apply the tighter definition within the membership clause 4. The General Committee **agreed** to amend the constitution as suggested by the Charity Commission, to read as the current version dated 17th January 2005 and signed by the Chairman and Secretary following the meeting.

The Committee agreed that we should pursue a publicity strategy of using the existing notice-boards, supplemented by posters in the Library, Co-op, and Balfour. The web site is by far the most flexible and immediate communication channel, and we will promote its existence and use as far as possible. Any ideas on promotion to John G or Andy P.

There has been predominantly opposition to the traffic calming measures reported back through the web site. There is also a subjective view that traffic has increased along Longmeadow Lane and Northmead Drive; an impact assessment of the calming measures was promised and should include the impacts on traffic flows. BoP have continued to insist that it is not legally possible to install LCD notices on Longmeadow Lane advising of the 30mph limit, yet these have been installed in Wallisdown in a very similar situation. John R will pursue with BoP, and we will have an update as an agenda item for the next Committee meeting.

4. Finance

Bookings continue to blossom, with a current bank balance of £4502 being helped by Sandy's efforts to improve payments from hirers and the Social Club. New hirers include Yoga, dog training, and line dancing. Success is now generating clashes of bookings – John G will generate a draft lettings policy for review that should help in resolving any conflicts.

The bank now require physical evidence of identity – Andy P, John G, and Andy R need to visit a branch of RBS or NatWest with appropriate proofs of identity for submission to RBS.

Sadly, Sandy would like to stand down as Treasurer from the end of this financial year. The Committee placed on record its appreciation of all her hard work. Any candidates for replacement Treasurer to Andy P by 28th January please. We should also consider a revised hiring arrangement.

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5. Achievement direction and planning

BoP have supplied a revised draft lease for the Community Centre which John G and Andy P have reviewed; a meeting is arranged for Friday 21st with council members and officers to give them feedback on this draft.

Alongside the lease review, we need to develop a firm plan for maintaining and improving the Centre – we will meet at the Centre 19:30, 24th January to inspect the site and buildings, and begin constructing the management plan.

The next newsletter will be timetabled for issue in April – ideas for content please by the next CCA meeting.

BoP is offering fund-raising training on 26th/27th January. Details are available from John G or Andy P.

Little progress on the BMX front since the last meeting – a meeting is planned for Wednesday 19th January, and some moves have been made on pursuing funding.

The Youth Club Committee is looking for additional members – any ideas to Andy P please.

The coach trip to Bath in November was a success, and we are looking at another trip, this time to Salisbury provisionally on 9th April. John G to talk to Kay Element to see if she is willing to organise this for us.

Provisional date for a second go at a CCA quiz was set as 17th March. Sandy will confirm whether we can juggle the existing booking for one night to allow us to hold the quiz at 8:00pm. Andy P will check with Les Burden whether we could link up with the Mayor's charity to the benefit of both.

Regardless of the result of the site inspection on 24th, we do need to get a contract in place for grounds maintenance; we will look to get three quotes for this. Proper maintenance may open up possibilities for better use of the open space.

Sandy will investigate what the terms of booking include around provision of first aid facilities. It is impractical for us to provide these, but we may need to make hirers' responsibilities more clear and explicit.

Andy P clarified that the poolroom in the Centre isn't actually part of the deal with the Social Club, and could be offered out for rental; we will however need to upgrade the doors to prevent seepage of smoke in from the Club.

6. Social Club

No representative present.

7. Any other business

A spate of vandalism around the community buildings complex has prompted the council to look at whether we could/should improve the lighting in the area, which may mean a request for additional lighting on the Centre.

Next meetings 21st February and 14th March. Venue to be arranged.

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Action number	Action	Owner	Update
190704-01	Resubmit revised constitution to Charity Commission	John G	<p>27.09.04 - John G has been unable to get in touch with the Charity Commission by email to agree the revised constitution. Will continue to pursue</p> <p>08.11.04 – Revised constitution finally got through to Charity Commission – response expected shortly if they are to meet their service level.</p> <p>17.01.05 – Response received 11th November. See section 3 ‘matters arising’ for details. Complete</p>
190704-02	Ensure Social Club arrange appropriate insurance cover and rebalance CCA cover and cost	Andy P Sandy	<p>27.09.04 - The sub-committee dealing with the Social Club will undertake to ensure that appropriate insurance cover is in place for the Club.</p> <p>08.11.04 – Meeting expected in November will cover this off.</p> <p>17.01.05 – Christmas commitments of necessary participants made arranging the meeting impossible. This may be affected by current discussions on a revised lease.</p>
190704-06	Review strategy for notice boards and publicity generally. Continue to lobby BoP for funding	Andy P	<p>27.09.04 – No movement</p> <p>08.11.04 – No movement</p> <p>17.01.05 – See section 3 ‘matters arising’ for details. Complete.</p>

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Action number	Action	Owner	Update
190704-09	Complete Trustee Update form for Charity Commission	John G	<p>27.09.04 – Now confirmed that John R is 'in the clear' having clarified his legal position with BoP. Couple of entries to complete and John G to get the form back to Sandy for sending off with the accounts.</p> <p>08.11.04 – Form completed. Charity Commission are querying the absence of two years worth of accounts in the early 1990's. John G will deal; Sandy to pass correspondence over.</p> <p>17.01.05 – Sandy is reconstructing accounts from bank records, and will pass on when complete.</p>
190704-10	Incorporate 'ringmaster' information on website.	John G	<p>27.09.04 – Need more detail from Andy P.</p> <p>08.11.04 – Andy will speak to new HBO for more information.</p> <p>17.01.05 – HBO was invited to tonight's meeting but failed to respond. Andy to continue pursuing.</p>
190704-11	Investigate the potential for markings on the T-junction inside Meadowsweet	John R	<p>27.09.04 – No report</p> <p>08.11.04 – John R will report back in early January</p> <p>17.01.05 – Awaiting information. Sweep up this tem with an agenda item on traffic calming at next meeting. Complete.</p>
190704-12	Investigate what is the practice on road sign cleansing	John R	<p>27.09.04 – No report</p> <p>08.11.04 – John R had no details but thought it unlikely that provision for this would be in the council budget. There may be potential to get this undertaken as a fund-raiser for BMX. Andy P will investigate.</p>



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Action number	Action	Owner	Update
270904-03	Investigate and resolve the possible issue of slippery patches in the sports hall	Andy P	08.11.04 – Andy has investigated and can't identify any slippery patches. He is however going to talk to the new cleaner and price up a full clean of the sports hall floor using appropriate products. 17.01.05 – Outstanding.
081104-01	Seek views on traffic calming on the website	John G	17.01.05 – Completed
081104-02	Seek views on P&R options on the website	John G	17.01.05 – Completed
081104-03	Amend the old CCG charter to reflect the merger with CCA and the new joint vision and values.	Andy P John G	17.01.05 – Outstanding.
170105-01	Add Traffic Calming to next meeting agenda – John R to provide an update.	John G John R	
170105-02	Provide proof of identity for RBS	Andy P John G Andy R	
170105-03	Develop draft lettings policy for review.	John G	
170105-04	Let Andy P know of any potential candidates for Treasurer by 28.01.2005.	All	
170105-05	Talk to Kay to get Salisbury trip organised	John G	
170105-06	Check whether we can adjust existing booking to allow quiz at 8:00pm on 17 th March.	Sandy	
170105-07	Check with Les B whether we can usefully run a joint quiz for CCA and Mayor's charity.	Andy P	
170105-08	Review hirer agreement wording for first aid considerations	Sandy	