

St Thomas Community Association
Meeting Minutes & Decision and Action Log

Meeting type: Community

Date: 18-Feb-2018, 20:00hrs

Place: St Thomas Methodist Church, Exeter

1) **Attendees**

Committee

Rosalind Johnson (RJ), Chairperson

Ruth Adams (RA), Treasurer

Lizzie Groves (LG), Communications

Mary Ann Jennings (MJ), Fundraising

Lars Lauridsen (LL), Festival Coordinator

Joe Levy (JL), Youth Coordinator

Paul Moulard (PM), Assistant A Team Volunteer Coordinator

Laura Ruiz (LR), Secretary

Sarah Spaul (SS), Co-secretary

Danielle Wootton (DW), A Team Volunteer Coordinator

Community

Mason Bell (MB)

Lena Western (LW)

Khaled Wakkaa (KW)

Chrissy Allott (CA)

Rob Turner (RT)

Maggie Bonfield (MB)

Karl Zumar (KZ)

Sue Taylor (ST)

2) **Apologies**

Steph Darkes (SD), Vice Chair

Hayley Toy (HT), STCA Rep for Exeter Community Forum

Chloe Pooley (CP)

3) **Notes on last meeting** agreed to.

4) **Chair's Report to date** *Appendix 1*

5) **Treasurer's report** *Appendix 2*

- MJ to continue in role until RA and RJ authorised for banking.
- MJ read out report written by CP, Community builder *Appendix 3*
- MJ mentioned outstanding Christmas tree light payments **(Action 1)**
- ST Noted that lights are to be removed – Cllr Hannah Packham has previously agreed to arrange. **(Action 2)**
- ST mentioned that she has a letter promising STCA £2000 towards Christmas lights. This money needs to be committed first and an invoice presented. **(Action 3)**.

6) **Feedback from Brainstorming in the AGM in January** *Appendix 4*

- MJ noted lots of overlapping positive ideas with key points identified as “*Community, Independence, Diversity, Multi-culturalism, History*” etc
- Motion: to investigate the possibility of creating a community space and to create a working group to investigate need, alternatives, opportunities, funding
- Action: At the next Exeter City Forum meeting 6th March to see what funding is available **(Action 4)**
- Action: to discuss with CP what research has been done so far **(Action 5)**

7) **New business**

- a) SD, has renounced her position as vice-chair due to work commitments but hopes to still help out with the festival organisation.
- b) DW is not receiving emails **(Action 6)**
- c) RT handed key to LR for the noticeboard. Second copy to be requested from library staff, requested from CA **(Action 7)**. Decision taken between LR and DW to share noticeboard space between community events and volunteer opportunities.

d) MB brought up the subject of accessibility around St Thomas, especially access to ST train station lack of lift/ramp. Network Rail identified as possible responsible party to write open letter to.

Motion: To write an open letter to Network Rail about the need for better accessibility.

Action: To consider the possibility of writing a letter to Network Rail and collect signatures/comments from local service users. (Action 8)

8) Festival LL discussed progress so far: about to send event notification form to Exeter City Council, insurance application being processed with MJ, stallholder/performer/volunteer online application form to be updated for 2018 and publicised via the web and social media. Call for support in separate Festival working group. LR for stallholders, DW for volunteers, MJ for fundraising, KZ for general support. LL to call festival meeting soon.

Motion: decision to hold it on 1 or 2 days still pending, depending on interest by performers etc (Action 1 from previous meeting)

Motion: to make the festival more local and include teenagers and school bands etc

Action: Need to post 2 separate forms 1) Ask for involvement


(Volunteer/performer/stallholder), 2) Ask for feedback on previous years, suggestions for improvement. (Action 9)



9) **A-Team.** DW: Introduced general ideas for the A-Team. She would like to take the time to speak to community members to find out needs and strengths. She sees the A-Team as a flexible group that can be called upon for any project in the area. DW suggested coffee mornings or using the space outside Natwest to promote groups and events in the area. DW and PM to collect list of community groups that might like to get involved (Action 10). RJ confirmed that insurance exists to cover small events throughout the year.

10) **Extra business:**

- ST mentioned meeting with local councillors on Feb 27th in St Thomas Bowling Club, 6.45pm about the play equipment at Cowick Barton playing fields. JL will attend and feedback. (Action 11)
- ST discussed success of Bloom'In St Thomas clean-up on Feb 11th and that there will be another on March 10th. JL can be contacted for litter-picking equipment.

- MB mentioned the Salvation Army have promised to play this year during the Christmas event, but need to book them well in advance. (Action 12)
 - DW asked that we discuss community meeting format to include social event, talks, activities.
Motion: to hold larger community meeting of this format every two months
Action: to research the perfect venue, possibly Trefoil Lodge. (Action 13)
 - LG asked everyone to filter all community events/activities through her and she will promote on all mediums.
 - MB mentioned new gospel choir named “The Exeter Gospel Choir”. Sessions starting weekly from 21st February at St Thomas Methodist Church at 7:30pm.
 - PM mentioned success of training for new community activators.
- 11) **Next community meeting** set for March 18th. Time and place to be confirmed as the back hall at the Methodist church is not an option on Sundays. (Action 14)

No.	Agenda Item	Raised by	Decision Taken / Action to be taken	Action on	Action completed
180218_1	Xmas tree lights	MJ	A: To clear all outstanding payments due for the Christmas lights	MJ, LL	
180218_2	Xmas tree lights	ST	A: To chase Cllr. Hannah Packham re. removal of the old Christmas Lights.	LL	
180218_3	Xmas tree lights	ST	A: To review the letter and consider, with the committee, the best way forward.	RJ	
180218_4	Community Hub	JL	A: To investigate the possibility of funding for a community hub at the next Exeter City Forum Meeting on March 6 th .	HT JL MJ	
180218_5	Community Hub	LR	A: To get a report from CP about research so far	LR	

180218_6	Communication	DW	A: Resend emails to Danielle A: Danielle to confirm receipt	LR DW	Done 21_02
180218_7	Noticeboard	LR	A: retrieve 2 nd copy of the key from library staff A: Give 2 nd copy to DW	LR and CA LR	
180218_8	Train station access	MB	A: Collect local signatures/comments from service users. A: To consider writing an open letter to Network Rail.	MB Committee	
180218_9	Festival	LR	A: send out 2 forms: 1) Calling volunteers/performers/stallholders, 2) Feedback/suggestions for the festival	RJ LR LG	
180218_10	A-Team	DW	A: To collect list of community groups that might like to get involved in volunteering/promotional events.	DW PM	
180218_11	Play equipment meeting	ST	A: feedback on meeting held Feb 27th	JL	
180218_12	Christmas 2018	MB	A: to contact salvation Army contact about 2018 event as soon as plans for an event are agreed.	LR	
180218_13	Venues	DW	A: to research venue options for community meetings with kitchen	LR	
180218_14	Venues	LR	A: set community meeting venue and advertise for March 18th	LR & LG	

Appendix 1 Chair's Report to date

The year has got off to a good start. The new committee have held their first meeting and discussed roles and responsibilities. It was good to meet each other and introduce ourselves properly. The first couple of weeks have involved mobilisation tasks such as setting up email accounts, handing over of responsibilities and getting up to speed on who does what.

The date of the St Thomas Festival 2018 has been agreed as the weekend of the 1st & 2nd September 2018 and this has been announced on social media. The approach to this year's festival and the programme of events will be decided by the Festival Planning sub-team led by Lars, Festival Coordinator.

I have met with Chloe Pooley, St Thomas Community Builder and have received an update on the things she is working on. We look forward to collaborating and supporting each other in the coming year.

The idea of a local community newsletter that could be made available in a hard copy was raised at the committee meeting by Paul. If anyone has any ideas along those lines and would like to get involved, please speak to Paul and Lizzie.

The committee have noted that there is very new legislation coming into force regarding data protection. To ensure that our mailing list is fully compliant, Lizzie and Dani, with help from other committee members will be refreshing the mailing list and A-Team membership records to ensure that everyone receiving information from us has fully opted-in and understands the nature of the communications they will be receiving from us.

The Committee are looking to the local residents for guidance on what activities and events you would like in your community and what format you would like for the meetings. If you would like to discuss anything with me, please feel free to speak to me after the meeting or contact me on chair@stca.org.uk or through our Facebook pages or Instagram.

Appendix 2 Treasurer's Report

CURRENT BANK BALANCES

Lloyds Bank:	£8209.32
Cooperative Bank:	<u>£ .80</u>
Total bank funds:	£8210.12

PETTY CASH £ 47.80

TOTAL FUNDS **£8257.92**

BREAKDOWN OF ALLOCATED FUNDS

St. Thomas Community Association	£4296.74
Bloomin' St. Thomas	£1225.06
Methodist Garden	£1000.00
Newman Road Allotments	£ 476.13
Christmas lights and trees	£ 936.01
Pinces Gardens	£ 182.04
Community Builder St. Thomas—community feast & fair	<u>£ 71.92</u>

TOTAL **£8187.90**

**21.00 was paid to Newman Road Allotments from Petty Cash against expenses. This amount has been deducted from their allocated funds, but the amount is still in the Lloyds Bank account. This amount has been allocated to a separate spread sheet for Petty Cash payments, and this is why the breakdown of allocated funds does not match the bank balance. Taking this amount into account there is a 42p discrepancy between the allocated funds and the Lloyds bank account in favour of the bank account.

Appendix 3 Chloe Pooley St Thomas Community Builder Report

- Newman Road allotments are receiving their shed so they can meet up
- Trefoil Lodge coffee morning Feb 24th.
- Freemoovement training went well so that more of us can act in the role as community activators and help plan and deliver sessions in St Thomas and beyond.
- I am attempting to help Trefoil lodge in Buddle lane gain some funding (Community grassroots funding) to potentially change their building so that it incorporates a residential facility which will be able to be used by the community too. This will be through Girl Guiding UK, a registered charity.
- I am working with a community builder in Exwick and some theatre practitioners to provide some family theatre and movement sessions
- Merrivale's newsletter is working towards its second edition and myself and Beth are going to apply to councillors to get a ward grant to increase circulation.
- Friends of Merrivale are due to meet next week or week after with regards to forming a committee to apply for Exeter board funding. This is to do some funding for refurbishments to the park.
- Merrivale centre appears to have some building works inside so it isn't confirmed but it seems as if plans for PRU are going ahead.
- March 17th at Merrivale Park there will be a small pop up games – can anyone help or do a small stall – just a few volunteers are needed to help people with games equipment and serve tea/ coffee/cake etc. or bake cakes please? I will send out a poster soon but only just confirmation that it's OK with the council
- The Meetup anxiety and depression 2pm at Jimmy's café is going well and one of the participants is hoping to start up a Friday afternoon chess club there.
- 12 people showed up to Bloomin'st Thomas litter pick and weeding/planting in the artic conditions and many people separately said they'd really enjoyed it. We were hoping to do something soon in Merrivale.
- Hoping to have an International Feast/celebration at St Thomas Methodists on June 30th – trying to include theatre as well as Polish and other cultures in a feast with music (possibly from S America). The meeting about this is Thursday 1st March at 1.30pm at Exe Bridge café, all are welcome. This is in conjunction with Mahi at city council.
- Hoping to have a youth marketplace event St Thomas Methodists on May 5th – where events will happen for youth. Organisations / people who want to provide activities can have a stall, plus events for kids. Consultation about how young people would like activities to be shaped for them. With Maryann and joe levy. Can anyone help or is anyone interested? We also wondered if this could be about volunteering generally in St Thomas?
- Friends of Merrivale are hoping to do a further survey about the BMX track in Merrivale Park – it's been printed but not handed out yet.

If anyone has any questions or issues they'd like to talk to me about please don't hesitate to email me- stthomascb@gmail.com or contact me via Facebook CB St Thomas.

Appendix 4 Brainstorming and wordcloud from January AGM

WHAT DO WE LOVE ABOUT ST THOMAS?

Its History
The people
Love the Wisteria in Pines Gardens – Keep it safe!
Independent Shops
Cafes
Community feel
Shopping (Not usual Chains)
Festival
It's got a fantastic History – worth Highlighting
Transport links
Parks
Friendly
Familiar faces
Parks and open spaces
Community Diversity
Village feel
Location and sense of community
Green spaces Tree trail and history
Multi Culturalism
Location River and proximity to City
Westexe Nursery
St Thomas Community
Freemovement (free community fitness sessions)

WHAT WOULD YOU LIKE TO HAPPEN IN ST THOMAS?

More people volunteering to help STCA Committee
Festival same as last year
Festival happening every year
No graffiti on the Goa spice wall
Get rid of rubbish
St Thomas Pleasure Ground weeded regularly
Continued improvements of links between various groups and support for groups that already exist
A bigger profile in the City to highlight alternative retail, therapies, artistic and the funky feel!
Swimming pool open (A clean one!)
Indoor and outdoor play area for young children under5s and 5-8 at weekends and school holidays
Better play equipment in Cowick Barton Playing fields
A Market
More activities for young people – set up Youth Committees
Our own community building
Community Centre
Xmas lights in trees in Cowick St taken down and arranged better
More coming together of local businesses
List of available resources – Funds, Activities, Spaces, Volunteers
More frequent engagement of STCA for recruitment of community volunteers
More things happening in local parks

More on St Thomas unique History

More flowers, trees and artwork

Information board

WHAT IS A COMMUNITY ASSOCIATION?

Listens and acts

Act as an Umbrella organisation for smaller groups of people and activities

A collection of residents and interested parties from an area who want to build a collective identity for collective benefit

Local people representing us on local issues

A means for local residents to get together and organise so they can create the community they want to be part of

Understand community needs and provide for them

Bringing people together

Lobby the council for improvements to bring local funding to the area

Facilitate the local needs being met and have some fun

Facilitating change to improve local environment

Support local people in having a voice

The chance for so few to do so much for so many!

Have high targets (i.e. Bloom in St Thomas)

WHAT DO YOU THINK YOU CAN CONTRIBUTE? / WHAT CAN YOU DO?

I am not sure?

Run Fun Events

Support

CAKE

Stewarding

Leaflet distribution

Publicity

Management of projects

Management structure

Twitter Account @stthomasca

Taking part in local event and volunteering

Happy to help to recruit more Volunteers

Organization and communication

Time

Meet up points

Talk to people

Enthusiasm in raising ST Thomas profile

One off events like being a steward for the festival

Time

Admin skills

Volunteer/management

Help out with anything

Enthusiasm and motivation

COMMENTS AND IDEAS

Small working groups on key areas

Gain more funding for projects

Need to engage diverse groups living in St Thomas

Work with network rail to get the historic railway building at Exeter St Thomas Rail station for the Community

