

MEETING MINUTES FOR THE COMMUNITY MANAGEMENT COMMITTEE

SWANMORE COLLEGE OF TECHNOLOGY 2009 - 2010

Date	Start Time	End Time
25 th November 2009	5.00 pm	6.15pm

Present	Apologies for Absence	In Attendance
Eloise Appleby	Lesley Collier	Ms Elizabeth
Mike Allen	Rupert Irons	Billingham(Clerk)
Tracy Baldwin	Frank Pearson	
Jos Creese (Chair) from 5.10pm	Vicky Weston	
Sue Dewhirst	Juliet Williams	
Kathy Frost		
Annette Hillier		
Chris Loveday		
David Savage		
Tricia Stallard		
Malcolm Tatum		

Item	Subject	Action	By Whom
1	Welcome and apologies Jos Creese welcomed all to the meeting. Apologies were accepted from Juliet Williams, Vicky Weston, Frank Pearson, Lesley Collier and Rupert Irons.		
2	Register of conflicts of interest Malcolm Tatum – Swanmore Parish Councillor – declared an interest regarding the Travel Plan. It was agreed that the Travel Plan was not to be reported, generally, to this committee.		
3	Minutes of the last meeting on 13th July 2009		
3.1	The minutes of the last meeting were distributed before the meeting. It was noted that an informal meeting was held on 21 st Sept and notes from this meeting were distributed prior to the meeting.		
3.2	Approval of minutes Minutes were approved and signed.		
3.3	Completion of action 1.2 – Item 10 of the notes from 21 st September covered this action. The Legal agreement was now complete.	The legal agreement would be distributed. Hard copy would be signed by Chair.	EA/EB
	3.2 – WCC/Olympic opportunity. It was agreed that Eloise	AGENDA FGB	EA

Signed: _____

Date: _____

MEETING MINUTES FOR THE COMMUNITY MANAGEMENT COMMITTEE

SWANMORE COLLEGE OF TECHNOLOGY 2009 - 2010

Item	Subject	Action	By Whom
	Appleby would report in Spring to FGB Jos Creese entered the meeting at 5.10pm 3.5 – Forward Plan carried forward. 3.7 – WCC sports development – the meeting took place but no further update at this time. 3.10 – Terms of reference sent to Jos Creese to circulate.		JC
	4.2 – Tennis courts – AH reported that this would revolve around the Travel Plan. AH would know more after meetings with Property Services.	See 3.3 – 1.2 above To report after meetings	AH
3.4	Matters arising not on the agenda None		
4			
4.1	Community Managers report Chris Loveday distributed his report and discussed the highlights. It was noted that the recession was affecting the bookings but bookings that had been lost had been replaced with new ones. New bookings included the Holiday Club which had proved successful and the Christmas sessions had over 20 children per session. Advertising had been secured with Soberton and Wickham Parish Magazines free of charge. Shedfield parish magazine had charged a fee and Swanmore Parish Magazine was still to report back on their charges. It was suggested that an article about the Community facility be submitted to the parish magazines. Two local mailings through the Royal Mail would go out twice a year in SO32 area. These had been booked for January and July 2010 and January 2011. Chris Loveday reported that there were some vacancies and that he was actively trying to fill them.	Write an article for parish magazines	CL
4.2	Report on identifying new hirers There was some discussion about the importance about attending SPA meetings. Eloise Appleby stated that the meetings were a great opportunity to find out about funding and to join working parties. Projected dates and those with direct impact on SCT would be highlighted. SCT had already had successful projects from SPA.	Projected dates and those with direct impact on SCT.	EA
4.3	Olympic linked activities at SCT None at present.		
5	Finance Report		

Signed: _____

Date: _____

MEETING MINUTES FOR THE COMMUNITY MANAGEMENT COMMITTEE

SWANMORE COLLEGE OF TECHNOLOGY 2009 - 2010

Item	Subject	Action	By Whom
5.1	RESOLVED : to sign off finances		
5.2	New Funding Opportunities None to report at present.		
6	Extended Services		
6.1	Annette Hillier stated that is difficult to attach Extended Services To just one committee for monitoring as its impact runs across a variety of activities and areas of leadership and management. SCT is the hub for More Than Schools in WCC district coordinated by YMCA. This benefits southern parishes and links to schools, preschools and services/centres I. Members were advised to look at the More Than website for more information. Chris Loveday would add a section on More Than Schools into his next report. It was hoped that the community representatives at the meeting might be able to indicate what other services are needed. in the local community. Extended Services to be included as a reporting item at Community Meetings but this committee not appropriate to monitor overall provision or QA procedures.	To add Morethan Schools into report, To report on all the community services available.	CL CL
6.2	Swanmore Parish Council and SCT links – report of meeting on 21st October Annette Hillier explained that it was important to maintain a balance and that the bookings could also be a constraint on the college as they could be a limiting factor on post 3pm education opportunities. College curriculum activities in the future may have to take priority over a certain bookings. This was understood by committee members.		
6.3	Links to Other Parish Councils To contact Clerks of all five parishes and invite to the next meeting.	Contact all Clerks	EB
7	Legal Agreement Process and Management Committee role Complete – see item 3.3		
8	AOB Chris Loveday read out a letter from Swanmore Tennis Club stating that they would not be able to support an application for new tennis courts as this might effect their own funding applications. Report from Annette Hillier at the next meeting on feedback	Report on meeting with Property Services and on	AH

Signed: _____

Date: _____

MEETING MINUTES FOR THE COMMUNITY MANAGEMENT COMMITTEE

SWANMORE COLLEGE OF TECHNOLOGY 2009 - 2010

Item	Subject	Action	By Whom
	from meeting with Property Services and items arising from this that might be relevant to the committee and to report of resiting of the sporting facilities.	re positioning of sporting facilities.	
9	Date of Next Meeting 22 nd March 2009		

Signed: _____

Date: _____