

PL24 Community Association (PL24CA) Minutes Committee Meeting held on 10.01.22. via video

Present: Sarah Baker (SBa), Sandra Butler (SBu), Ryan Chamberlain (RC), John Elkington (JE), Jenny Moore (JM), Tony Pickup (TP), Jayne Ryan (JaR), Dawn Surl (DS), Alison White (AW), Caroline Wildish (CW)

Apologies: June Anderson, Anne Blake, Tamsin Gunner, Jess Ryan

CC: John Page (JP)

Committee Meeting Minutes are first agreed and approved by email by Committee Members and then uploaded onto the PL24 Community Association website.

Item	Discussion notes	Who? Action? By when?
1.	Minutes from last meeting held on 28.06.21. had already been approved by email.	
2.	<p>Matters Arising Most of the updates on Matters Arising were covered in the Chair's Report in the AGM in October 2021.</p> <p>Storage of PL24CA items has been split between RC, JP and AW. We are grateful to JP who is collecting and returning some of the Litter Pick items to BIFFA on each occasion. Large vacuum flasks, when required, are borrowed with kind permission of Cornubia.</p> <p>Litter Picks have continued to be held on the 3rd Sunday in the month between 10.00 and 12.00 noon across the PL24 postcode area. RC thanked JP as the Activity Lead for organising the Litter Picks. JM has stepped back as deputy but RC is continuing. SBu is the point of contact for volunteers and is keeping all the records. It was noted that we need more people able and willing to put up posters advertising the litter picks. RC will liaise with JP on how often posters will need to go up and be taken down; the locations where they will be put; and how any volunteer will get the poster or posters. There was also some discussion as to whether it would be useful to have one or two extra volunteers to back up JP and RC with the organisation on the day if necessary. RC will discuss with JP and then let SBu and AW know the outcome. SBu will contact volunteers and AW will put an ad in the March edition of the magazine, if necessary. The next litter pick is at Tywardreath Highway on Sunday 16th January. St Blazey MX has kindly given us permission to use their hardstanding.</p>	<p>RC/JP Litter Pick Volunteer ads ASAP</p>

	<p>CPPC A co-ordinated campaign to ban or persuade people not to use polystyrene boards has not yet started. AW will keep the group informed on progress.</p> <p>Armillary Sphere RC reported that further inspection of the sphere by another firm suggests that it is beyond repair but could be replicated. RC intends to meet with the firm + another group who might be willing to help with restoration + Par Track Ltd. to discuss the situation. The first step is to obtain detailed costings and a realistic appraisal as to how long the sphere will last in relation to any proposals. At this point RC is thinking that PL24CA might seek the views of the wider community on the issue of the Armillary Sphere and maybe on other points too.</p>	<p>AW ongoing</p> <p>RC Armillary Sphere ASAP</p>
3.	<p>Treasurer Report Summary of finances as of: 10.01.21 The balance at Bank is: £8037.19 Incomings are all accounted for by magazine advertising Outgoings: Table at Par Bay Xmas Market Sympathy flowers Total: £35</p> <p>DS said that the bank account was “healthy” mainly due to the fact that there has been no expenditure on Events. TP asked DS if it would be possible to see a detailed breakdown of the incomings and outgoings. DS will send the information over to TP. AW confirmed that any committee member can ask for this more detailed information at any time per the Finance Policy.</p> <p>AW said that research into applying for grant funding for inclusion projects e.g. the provision of benches, signage, etc. shows that sometimes funders want detail on current reserves and future spending plans. AW suggested that a sub-group be formed to draft a statement detailing how we are “ring-fencing” some money e.g. to ensure the magazine printing costs can be covered (should advertising ever drop off); and how we have set aside some of our reserves for the Armillary Sphere. AW emphasised that it will be important to decide on the criteria for expenditure and referred to the Finance Policy as regards the parameters which have already been agreed. SBa shared her business experience in respect of running a charity. No decision was taken on the formation of a sub-group at the meeting and this item will be on the February Working Group Agenda.</p>	<p>DS/TP ASAP</p> <p>AW External funding for inclusion group Ongoing</p> <p>AW Feb 22 Agenda Item</p>

4.	<p>PL24 Magazine Team Report – John Elkington</p> <ul style="list-style-type: none"> • The Winter edition was successful in the outcome, which looked professional, especially the layout. The process of producing the magazine also went smoothly - the team worked well together. • This was the best edition for advertising in 2021, with 34 advertisers, over two thirds of whom had advertised before. The black and white ads took 2 full spreads, twice as much as in the Autumn edition. We put in an extra colour spread and almost filled it with paid ads. • Income from advertising was greater than in September. There are just 5 invoices outstanding, total £370. (<i>Note: one of these has since been settled.</i>) Chasing payments does take up volunteer time but since March 2021, this has been successful, and there are no long term debts. • This was a pre-Christmas edition, so an increase in advertising was to be expected, and it may vary between different editions. It is important to consider the whole year. • Distribution went well, with over 20 volunteers and 65 + locations across PL24 area and Lostwithiel. The stand in St Blazey Co-op was particularly successful, and a message of thanks has been sent to the manager. <p>Following discussion, it was agreed to look into purchasing an additional stand for Par Market aka Cornwall Market World Food Hall, subject to the manager's consent and agreement on a suitable location. RC delivers the magazines to the Food Hall, so will take the lead on liaising about and organising the stand long-term. It will need to be stocked, possibly several times for each edition, and removed for safe keeping once all the magazines are gone. JM knows one of the store-keepers at the market and will ask him for the manager's contact details and will then forward these to RC.</p> <p>All agreed that the Winter edition had been very successful in its slightly revised format. TP noted that the production team got on well, and JE added that TG had done an excellent job in putting all the contributions together. Feedback from the community had been good and included comments on how professional it looked. We have already received more enquiries from potential first-time advertisers. AW expressed PL24CA's thanks to all the volunteers involved with delivering the magazine. There are 6 new volunteers and it was interesting that 3 are individuals with whom AW had a conversation over a year ago. Clearly they have been attracted to this particular role. JE noted that at least one of the volunteers said she particularly welcomed the opportunity to deliver to her neighbours, as she felt it would be a good way to get to know them.</p>	<p>RC/JM Magazine Stand ASAP</p>
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5.	<p>Environmental Projects</p> <p>AW referred to the background paper previously circulated on two schemes relating to Cornwall Council assets: the “Adopt-a-street” project and the Cormac Cornwall Volunteer Scheme with its “spruce-up” activities e.g. bulb planting, weeding, painting etc.</p> <p>PL24CA already runs litter picks via Clean Cornwall and the “Adopt-a-street” project adds little to this. As far as “spruce-up activities” are concerned, it was noted that the admin requirements would be significantly less if PL24CA were to carry out such activities only on St Blaise Town Council and Tywardreath and Par Parish Council owned land. Both local councils have already given permission for such activities to take place, so it would be a matter of checking with them individually rather than having to wait for a 3rd party such as Cormac to go to individual CC departments and then report back.</p> <p>The discussion turned to the recent incidents of anti-social behaviour, particularly in Par. JaR and SBa suggested a youth club might offer youngsters an alternative place to be. There is Fourways Youth Centre in St Blazey. CW raised the question as to whether introducing a Neighbourhood Watch Scheme might be of benefit. All acknowledged that it would not be appropriate for PL24CA to be involved with a scheme of this nature. However, it was agreed that we could signpost interested individuals to information on what they can do to improve their local environment in all its aspects.</p> <p>AW will draft an information article for the Spring edition of PL24 Magazine about the various schemes above and how interested individuals can get involved. CW will send over information in respect of Neighbourhood Watch. The article will include links for reporting potholes, fly tipping anti-social behaviour etc. and the same information will be posted on the website. RC will then post the article on the website, so anyone who comments on Facebook can be sent the link.</p>	<p>AW/CW Draft article by 14.02.22. RC Post on website</p>
6.	<p>Merchandising</p> <p>As we do not need to raise money at present, this item was deferred.</p>	
7.	<p>A.O.B Jubilee</p> <p>TP suggested PL24CA should be involved in the Jubilee. RC said that he would take the lead on Tree Planting. RC also reported that Sonia Clyne of Cornubia had recently emailed on this subject, asking whether PL24CA would partner up to run a big event in Cornubia. No-one came forward from the committee to lead for PL24CA on this and the general feeling was that we do not have the capacity to be involved at this level. However, it was agreed that</p>	<p>RC Tree Planting Lead</p>

	<p>PL24CA could publicise the request for volunteers to help and encourage individuals to contact Cornubia if they wish to help. RC will go back to Sonia with this offer.</p> <p>AW and JE said they would be happy to do a special magazine spread with a calendar of events open to the public, so people can see what is happening over the Jubilee weekend. The calendar would also be posted on the website. All agreed that this was a good idea, especially as there are a lot of different groups thinking of doing a variety of things, so all the information in one place would be useful. JE will check with Chris whether the magazine can be printed a little earlier so it can be out before the Jubilee bank holiday. <i>NB Since the meeting, it has been agreed that the diary will be extended to cover events in June, July and August.</i></p> <p>Photographs</p> <p>RC reported that Sonia Clyne has asked if PL24CA would be interested in helping preserve old photos by placing them on our website. RC felt this was a very good idea as it would generate visits and discussion. The intention is to digitise the photos at the Neighbourhoods for Change room in St Blazey and then they would be passed to PL24CA. On a practical level, DS said that she has her husband's equipment for digitising photos and RC offered to put DS in contact with the person running the project. TP also has a scanner. The discussion then moved on to issues such as copyright and whether such an archive would use up capacity on our current website plan to the extent that we would have to pay for more space. It was agreed to come back to this item at a later date once more is known about the extent of the potential archive and any implications for managing the website.</p> <p>AW reminded members that PL24CA has recently contacted various photographers about photos for the magazine and that we have said that we will also put these on our website in due course. The intention is to have a "Modern" Photo Gallery from after the year 2000 – title tbc. In this way, we will effectively build an archive for the future which can be enjoyed by the local community and visitors from further afield.</p> <p>A.O.B St Blaise Feast and Fete 2022 – Jenny Moore</p> <p>JM shared the details of an event she is organising. A celebration around the feast day of St Blaise, 3 February, will bring together the community of St Blazey, in a festival that reflects aspects of his life. The provisional programme is as follows:</p>	<p>RC to contact Sonia Clyne ASAP</p> <p>AW/JE Produce calendar of local events by early May</p> <p>RC/DS/TP</p> <p>All to note</p> <p>All to note AW/JE</p>
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	<p>Thursday 3 February: service at St Blaise Church at 7pm, preceded by a lantern parade and competition outside the church. The church service will be followed by refreshments.</p> <p>Friday 4 February: Festival of Light in King Edward Gardens. This will be after dark, details to be confirmed.</p> <p>Saturday 5 February: Craft fair at St Blazey Railway Club, 10.00-4pm.</p> <p>Sunday 6 February: Textile Fair at St Blazey Football Club, 10.00-4pm. Woolly and textile demonstrations.</p> <p>Please do join us!</p> <p>All of this is subject to change, in accordance with Covid regulations. Updates will be posted frequently.</p>	
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Date of next Committee Meeting: Monday 11th April 2022 at 6.30pm

Location: by Zoom