

NCA Committee Meeting

Monday 1st June 2020, 7:30 – 9:00 pm by Zoom

Welcome and apologies

Peter, Steve, Nikki, Jackie, Doris, James, Jo, Rory

Approval of Minutes – 18th May 2020

Approved with correction to discussion on reserves.

Treasurer's Report

Report:

Bank balance £26K. Income £10K grant plus £450. Outgoings £3700 -staff costs plus carpenter. Back income received from Monkey Music.

Reserves – James checked small charities coalition which has a useful calculator. Needs to be justified on the basis of a policy. Action: James to continue investigation including advice from Charity Commission and OSCR.

Current banking arrangements – Centre Manager needs to see payments received. James is investigating with Lloyds Bank.

Woodcraft Folk have paid by cheque, but not yet possible to pay in. Banks are not opening on Saturday. Steve will pay in.

Still completing the Annual Report. Action: Steve to write Trustees annual report.

James to distribute a monthly management account summary monthly.

Newtown Community Centre

- Maintenance, decorating etc.

Rory – Painting – further costs £650, seems complete. Tiling completed. External enclosure waiting for design proposal. Electrician has disconnected rogue light, waiting for replacement. Acoustic tiling – contacted again, but no longer able to donate full cost. Rory has suggested we can pay.

Door security – Guardian security visited today, needs replacement controller under guarantee.

Gutters cleared of sticks etc.

Someone has been watering the flower beds. Jo thinks this may be Doug. Jo will check.

- Smart Export Guarantee

Rory has contacted Octopus, but need to contact current supplier and pass various information. Rory will continue to follow up

- Music License

Steve has not had a reply from PPL PRS, and will continue to investigate.

Trustee roles

1. Advertise Chair role for vacancy. Nikki has written this, and Jo has amended. Discussion of process and how this should be documented by the Trustees. We therefore need to finalise the role description. Need to include a copy of the constitution (this is on the website).

Chair role is agreed. Nikki and Peter will revise the advertisement text, and then circulate.

Peter suggested adding a Trustees page to the website with photos and short biographies. Action: all to provide these.

Nikki has revised the Trustees roles. Discussion: Need to include Friends of Belmont Park, this fits under Role 7 (NCA Activities and community Liaison). Discussion of this role and the scope, including relationship with Community Builder. Note that roles 1,4,6,7,8 can be shared.

Role 5: currently this includes “management of contractors and volunteers”, but line management of cleaners etc is part of the Centre Manager role, so more need to act as line manager of the Centre Manager and ensure probity etc, while the rest of the staff etc report to the Centre Manager.

Action:

- Nikki will revise following the discussion. Finalise by email.
- Publicise in time for the AGM;
- Publish on the website. Add to the website page with current trustees.
- Advertise for a chair volunteer by 1 July, then advertise for a Treasurer.
- Advertisement by e.g. Facebook, Community Builder newsletter, Nextdoor Newtown, Express&Echo volunteers page(?), posters in the Community Centre windows and noticeboards.

Policy documents

See:

https://drive.google.com/drive/folders/0B4G5a8h5XncfM09tc0JwcmdkbEE?usp=sharing_eil&ts=5ea96ece

Item postponed to next meeting.

AGM preparation

Discussion of reopening of Centre. Message received from Jayne Leaver concerning a meeting about how to reopen Community Centres. Peter will circulate to all Trustees. Steve and Peter will sign up. Discussion of space and possible use of the outside space.

Agreed that it is unlikely that we can hold a traditional AGM before 1 September. Agreed that we should investigate holding the AGM by video meeting in early September (up to 100 participants?) (Action: Steve), and then file the 2019 annual report immediately after, to meet the Charity Commission October deadline.

AOB

NOTE – informed that Dave Hunt (former Trustee) has died recently. Doris will forward the address and Steve will organise a card, expressing thanks.

Next Meeting Date

Monday 15th June at 7:30 by Zoom.