

## NCA Committee Meeting

Monday 15<sup>th</sup> June 2020, 7:30 – 9:00 pm by Zoom

### Welcome and apologies

Peter Montgomery, James Leigh, Jackie Holdstock, Doris Marcelo, Nikki Milican, Peter Montgomery, Jo Evans, Rory McNeile, Steve Palmer

(non voting) Su Aves, Jayne Leaver

### Approval of Minutes – 1<sup>st</sup> June 2020

Approved.

### Treasurer's Report

See attached report for May. Note that these are cash accounts, so only shows what is invoiced.

### Newtown Community Centre

- Maintenance, decorating etc. – Painting and tiling complete, fittings back in place, mirrors fitted in two toilets. Disabled toilet – need to consider baby change table and mirror locations.  
Acoustic panelling – supplier is no longer able to donate the complete installation, but has offered to fit at materials cost only, approximately £2000 for panels, while donating tower hire and labour. Supplier has sent swatches. Agreed to go ahead, with check on fire compliance. Agreed light grey colour (Rum).  
Bin store. Design received from Kes, but need to change to either vertical slats or (if affordable) louvred design. Only one door. Discussion of locking bin and bin store and access by ECC waste team.  
Salto lock system repaired, but still a question if it is fully functional.
- Smart Export Guarantee - needs SMEG2 meter. A SMEG1 meter is currently fitted; this will need to be changed, through British Gas. Rory is continuing to follow up.
- Music License – Application made and invoiced at £480. Discussion about what it covers. Agreed to pay.
- Cleaning – noted that after time without being used, the building has areas that need cleaning, especially after decorators and tiler. Steve to contact Kerrie about tasking Lyn.

### Advertisement for Chair

Advert put out on Facebook. One person who responded was not suitable. Another respondent has been involved previously with NCA, and is very keen on community involvement, but not based nearby. Would consider as part of a co-chair role. Nikki – advert already includes possibility of co-chair. Discussion – needs a more proactive approach to find someone. All to consider if we know suitable candidates. Nikki to investigate possibility of local volunteer options. Peter to send description to Su. Jo to investigate setting up a LinkedIn profile and advertising. Jayne raised about Exeter Connect (new organisation supporting voluntary organisations) – Jayne to forward contact details to Peter. Discussion of adding recruitment of new Treasurer with target by July (no decision).

### Policy documents

See:

[https://drive.google.com/drive/folders/0B4G5a8h5XncfM09tc0JwcmdkbEE?usp=sharing\\_eil&ts=5ea96ece](https://drive.google.com/drive/folders/0B4G5a8h5XncfM09tc0JwcmdkbEE?usp=sharing_eil&ts=5ea96ece)

Jackie – H&S – responsibilities of Trustees. Query about 2-monthly review of risk assessments. Discussion of whether it is necessary for NCA to require proof of insurance by hirers. Peter will ask Kerrie to clarify on what the requirement is, especially for regular bookers.

Jackie – paragraph on first aid. This discusses requirement for 2 nominated first aiders. This seems excessive unless for large events, so needs to be related to risk assessment for the events.

Jackie - Policy on lone working uses phrase “normal working hours”. Jo suggested we need advice from a H&S expert.

Jackie – Safeguarding policy says there should be a safeguarding lead as a Trustee role. Discussion of what is required. Probably we need to have a nominated contact among the Trustees as point of contact. Jayne suggested consulting Exeter Connect.

Agreed to feed back to Kerrie, with request to check on minimum requirements.

[Sec note: Not raised in the meeting, but the Volunteers code introduces the idea of a register of Volunteers. We need to consider if this is necessary, or if it is more appropriate to require regular Volunteers to become Members.]

[Sec note: During the meeting, there was a question about charity commission guidance. Main reference is the code at <https://www.charitygovernancecode.org/en> - especially <https://www.charitygovernancecode.org/en/about-the-code-1/using-the-code> There is a recommendation that Annual Reports include a statement about use of the code. Existence of policy documents are recorded by the Charity Commission.]

## AGM preparation

Postponed.

## AOB

Kerrie’s hours. Do we have enough work for Kerrie to continue at 15 hours per week? We had said that we would reconsider. Kerrie has done much documentation on the handover and bookings process. Rory suggested we accept and use the documents as presented. Jackie had looked through the summary and it seems OK. Steve raised the issue of Centre Manager recruitment.

Peter and Kerrie attended a meeting arranged by Wonford Community Centre on reopening process. Much work needed before opening. Also need to know when we are legally able to open. Peter has contacted ECC Environmental Health (reply awaited). Su suggested considering what more needs to be done to prepare for reopening. Discussion of likely guidance on reopening dates, including of playgrounds and sports facilities.

Discussion centred on two decisions. One is whether to proceed with the recruitment, and task the new manager with the reopening process, or continue with Kerrie until after reopening. The other is whether to reduce Kerrie’s hours.

Decision about going ahead with interviews? Carried by 5 to 3, with interviews in July, for start in August, and outline plan for opening the Centre in September. Steve to contact candidates and arrange interviews, ideally in person with social distancing.

Kerrie to continue invoicing for hours worked. Peter to hold a conversation with Kerrie to discuss hours required for remaining work.

Jackie – Hallmaster pictures etc for the website looks good (apart from jumping pictures).

## Next Meeting Date

Monday 29<sup>th</sup> June 2020 at 19:30

01-05-20 to 31-05-20

	Money going out	Money coming in
Promotional		
Signs (R Mcneil)	15	
Business Costs		
British Gas Business	173.14	
O2 Phone Contract	15.1	
Green My Business Supplies	107.36	
Ms L Knapp (cleaning)	216.17	
Building costs		
Rob Simpson Carpentry	320	
Refunds		
S GI UK	48	
S Devilliers	39	
	933.77	234