

NCA Committee Meeting

Monday 12th October 2020, 7:30 – 9:00 pm by Zoom

Welcome and apologies

Present: James Leigh (chair), Rory McNeile, Jackie Holdstock, Steve Palmer, Will Paley, Kerrie Seymour

Apologies: Richard Branston, Jayne Leaver, Matthew Vizard

Approval of Minutes – 7th September 2020, AGM 21st September

Approved.

Reflections on AGM – went well, glad we did it.

Treasurer's Report

Currently running at a deficit of approx. £100 per week. Aim is that by Christmas we should be covering costs. There is scope to expand the number of bookings.

Need to keep to rules, so cancellations are only refunded with 2 weeks notice. Particular issue about recent bookings unused by Ali following an emergency, but cancellation was not notified. Agreed to meet half-way. Roots band cancellation was not notified.

Current grant applications: ECC Locality grant (Richard Branston) for Roots Band, DCC (Su Aves) for Swing Band. Kerrie has been looking at recovery grants.

Newtown Community Centre

- Maintenance, decorating etc.

Outstanding: Kitchen area flooring upstairs; acknowledgement board has not yet been designed and commissioned; varnish on handrail.

Outside lighting – lights on front are PIR. Question about time-out. Lights under the veranda are not PIR, but cameras have a night mode. Need to put a label on the front light switch so they are not turned off.

Solar PV – panel that had failed is now working. Application to British Gas for payments is now subject to a complaint.

Notice board is looking tired. Kerrie will sort out.

Trim for flooring in the large room is looking damaged. Will look at replacing from offcuts. Doormats have been replaced. The loft room needs to be tidied up – the paint is surplus. Ladder to be disposed of.

Review of Centre usage since reopening

Report from Kerrie (attached).

Problem with the Salto system for the Bulgarian group, seems to have been a problem with changing bookings. Their bookings were cleared and recreated and no problems since.

Checking on Covid-secure regulations – checking with CCTV looks reasonable, with evidence of cleaning.

The Community Centres group is continuing. We are OK and legal with current advice.

Several booking enquiries coming in over the last two weeks. Might need a social media splash to let people know it is available, especially afternoons. Agreed that Kerrie / Will should post on social media. Kerrie will contact Nikki. Suggestion to put up one of the NCA banners on the railings.

Discussion of how to deal with provisional bookings by regular bookers not taken up, including Doris Marcelo and Woodcraft Folk. This means slots are unlikely to be useable by others.

Phone contracts

Currently 4GB data sim at £15 per month, plus sim for Kerrie's phone at £15. Will found a 3 Mobile deal with two phone sims plus an unlimited data sim at £27 per month. Will has an old phone unused. Will to circulate details, and coordinate with Steve on setting up the 4G router.

NCA Activities policy

Discussion of the document circulated. The document refers to the Purposes of NCA in the Constitution. Issues with monitoring and reporting finance and donations associated with NCA Activities. Need to support organisers to put in place appropriate template and process for reporting, but decided these are separate from the policy document. The NCA Activities policy document was approved.

ACTION: James, Kerrie and Will to develop a template and process for NCA Activities finance and monitoring, with guidance for leaders.

Targets for revenue generation

Aim is to break even by Christmas (assuming no further closure).

Recruitment for Chair and other Trustees

Action: Steve to follow up leads with Kevin Wiser and Emily McIvor.

AOB

None

Next Meeting Date

Monday 9 November 7:30 by Zoom.

Meeting closed at 21:10.

Managers report for Trustees 12/10/2020

Positives:

- *Covid Secure measures are in place and working well
- *Hirers are using the building in line with the measures, one way system, cleaning, test and trace. (*Evidence of cleaning can be seen on CCTV with users cleaning the doors*)
- *Salto has been successful at limiting access to 15mins before the booked session allowing for safe transitions and cleaning
- *Lyn and Paula have adjusted well to the changes
- *The City Wide Community Centres group has been an invaluable support network. We continue to share and support regularly via email and meet via zoom on a monthly basis
- *We have had some interest from potential new hirers

Negatives:

- *The Internet regularly drops out which means we are unable monitor the lock system without visiting the centre and resetting the router
- *Salto Glitch - Bulgarian school not being able to access the building – this glitch is now resolved and the group were very understanding
- * We have lost some of our regular hirers due to a number of reasons including, reduced capacities, vulnerable or high risk groups, government restrictions
- *Some old regular customers have held the large room in limbo whilst they decide if they wish to return. We have lost other potential bookings as a result of this

Decisions/Changes/Actions

Mobile Phones & Internet - Will to prepare spreadsheet with options, we're currently spending £30 per month on 1 phone & 4gb of mobile internet. We can procure a contract with an unlimited sim & 2 sims for phones for £27 through EE on a 12 month contract

Bookings - Not everyone realises we are open and we have lots of gaps in the schedule. We need to do a few facebook posts and increase our Social Media presence in the community.

Costs - We're currently coving the cost of the Manager but need to push bookings to cover all staff costs & overheads as quickly as possible

Funding application for Swing Band and potential for Dance classes?

Kerrie Seymour William Paley