

NCA Committee Meeting

Monday, 15th March 2021, 7:30 – 9:00 pm by Zoom

Welcome and apologies

Jackie Holdstock (chair), Rory McNeile, James Leigh, Kev Winser

(non-voting) Kerrie Seymour, Will Paley, Jayne Leaver, Su Aves,

Approval of Minutes – 25th January 2021

Proposed, Rory, seconded James. Approved.

Treasurer's Report

February and part-March report (circulated). Discussion with Bowhill Consulting about Annual Report. Need to discuss dates for AGM. Credits, £13 for tables from DCC, £1187 for Covid grant to early January.

Action: James to chase Lloyds about signing for Jackie.

Newtown Community Centre – Manager's report

(circulated) Bookings coming in now. Fairly fragile state, where things could change, therefore need to retain flexibility. Diary summary of bookings profile (Kerrie to send). Booking for large party group in July (afternoon, possibly 100). Potential June booking for outdoor cinema.

Jayne – which evenings are free? – small room Monday, Thurs, Fri, Large room on Friday.

Kerrie talking to Paula and Lyn about spring clean for opening. Internet etc working. Problems with transferring the number from O2 to Three. Acknowledgement board ready for collection. Flooring repair – filler being provided, not possible to sand because so deep.

Quote for building a storage box for chairs; tables to stay in each room. Agreed to proceed with storage box.

Website – proposals for improvement. New tabs, including opportunities, community (e.g. for notices), splash on front page.

Discussion of mailing list and Membership list (including GDPR issues). These are currently held by Steve on secure storage as encrypted spreadsheets. Should we be preparing and sending a newsletter perhaps quarterly. Currently we are relying on adding in to Jaynes's Community Builder newsletter.

ACTION: Jayne and Kerrie to discuss crossover issues. Trustees to discuss at next meeting.

Will – online booking form on website. This is being used effectively by bookers, and links to HallMaster booking and invoicing. James – how much saving is there in time? (Kerrie) The new system is much more organised, but not much saving due to checking.

NCA Activities – document

James – with amendments by Steve, circulated. Question about reporting on grants. Steve – the Activity Coordinator is supposed to produce a report; this then becomes the basis for the report to the funding body.

Question about amount of time spent on coordinating subscriptions from individuals for “NCA Activities” – Kerrie was spending about an hour each month to check people against bank and pass to Activity Coordinator. Historically, the NCA Activities groups have worked in different ways. Aim is to set up common process for all NCA Activities. Currently Qigong works well.

Discussion of room booking cost as part of the subscription. Rory – previous policy has been that NCA Activities can be supported through waiving room costs during start-up, but the sustainable operation should include income to cover the room costs. Su – Social Café brings in grants which generally cover the room costs (participants do not pay). Qigong, Choir and Roots band include a subscription, Qigong were covering cost (currently have a grant).

Issue – Roots Band are not currently sustainable in terms of their recent income.

ACTION: James to finalise the NCA Activities document and circulate among the Trustees for decision by email vote.

ACTION: Rory to have a conversation with Peter about Roots band sustainability.

Social Café

Su Aves - Currently there are no volunteers (apart from Su who does not have capacity) to run the Social Café. It has been amazing at giving people confidence, friendships. It would be good to continue. Su has done this for 8 years. Need to consider what the future is.

Thanks to Su from all Trustees. Trustees are supportive of the Social Café continuing in some form. Rory – building design includes the possibility for regular or full-time café.

Discussion of ideas. (Jayne, Su) Afternoon probably better, say 2:30 – 4:30. Rory – two issues, should we support a Social Café for people with social needs, and simple café for public use. Kev – e.g. Sidwell Centre have one paid staff, others are all volunteers. Could have a conversation with Dave, perhaps as a satellite operation. **A full-time café is probably not possible because it would prevent other users from use of the kitchen.**

ACTION: Kev and Kerrie to set up a conversation with Dave at Sidwell Centre, with possibility for a public café.

ACTION: Kerrie to discuss with Jayne and Su to set dates and get Social Café up and running, then advertise for volunteers. Su to contact ECC lead on social development.

Revenue generation, grants etc.

Grant application – Steve to submit Covid LRSF grant for period from mid-January.

Possible ECC Locality grant – Richard Branston, Jayne Leaver discussing with a group in Clifton Road flats, Steve will submit when details received.

Kev – GoPoolIT platform demo, but probably more trouble than it is worth. Waitrose – form and application process via head office.

Kerrie – went to a meeting on digital inclusion. Organisation will provide person to give digital information to community groups. Next Community Centre managers meeting is next Wednesday.

Website, social media

Kev held meeting with Kerrie about ideas e.g. Park life, photos. Getting groups to post videos about their activities.

AOB

Jayne – invited to conversation with Newtown resident about ways of the University connecting with the community. Rory – we have nominated Community Wardens, main focus is link to students in houses. Examples: project to set up beehives at St Luke's, Physics students doing stargazing in Park. Jayne requests any thought and ideas. ACTION: All to pass ideas to Jayne.

Respect Festival – nothing yet, probably not this year.

James – AGM date and plan. ACTION: Steve to include in agenda for next meeting.

Next Meeting Date

Monday 26th April 2021, 7:30 pm