

NCA Committee Meeting

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

Welcome and apologies

Rory McNeile (chair), Jackie Holdstock, Kev Winser, Christina Towler, Jayne Leaver, Rachael Shah, Rachel Deane, Will Paley

Apologies: Kerrie Seymour, Richard Branston, Su Aves, Matt Vizard.

Co-option of Christina Towler as Trustee

Proposed: Steve, seconded Kev, Unanimous

Approval of Minutes – 11 October 2021

Approved.

Matters arising

- Chess club – not likely. Will had met with Paula Goldsworthy, but no other leader with expertise found.

Finance Report

Finance summary from Will (see below)

Discussed a Letter of delegation for Will Paley outlining increased responsibility for finance management. Steve to write a draft letter, and also justification for a potential increase in the hours for Will, then circulate to Trustees for discussion and decision. Steve to first check with Kerrie on the impact of changes.

Newtown Community Centre – Manager's report

From Kerrie (see below) – Thanks to Kerrie and good wishes for recovery.

Approved looking into fitting blinds over door glazed panels.

Maintenance

Baby changing table – Steve to consult with Kerrie and Joe on possible wall-mounted units.

Winter Warmer

Steve to contact Peter and check booking and arrangements. Check on publicity, copy in Kev and Christina. Mince pies are usually part of the Winter Warmer – how should this be organised?.

Friends of Belmont Park

Rachael Shah – Park issue, the gate at the bottom corner is not closing properly, so dogs are getting in – one side is missing the bolt to secure it, and this needs to be locked in place. The gate below Scrapstore sticks open. Two swings need to be reinstated after removal during lockdown. Rory – replacement of the old fence had been discussed during consultations on the Centre construction. Rachael will contact ECC Parks team – (Jayne supplied names)

Revenue generation, grants and Projects

- OPCC grant for lighting - £1500
- Defibrillator

Discussion – Steve informed meeting that the OPPC grant of £1500 is nominally for contribution to improved lighting, but the major project for lighting near the outdoor gym is unlikely to proceed within the timescale for the grant. Suggestion – that we write to ECF (who are managing the grant) and suggest it is used for a defibrillator instead, with addition of a light over the bike hoops.

Website, social media

227 people reached in last week, up 127%. Posting on heritage to be done soon. Discussion of publicity for the Winter Warmer.

Jayne – Newsletter about to come out. Anything to add? Jayne will send info to Kev about carol singing organised by Belmont Chapel on 12th for posting on social media to encourage people to listen and take part. Rachael Shah will pass contact details to Jayne for Newtown school parents groups to add to newsletter circulation.

AOB

Kev asked Will if Jazz Orchestra would be ready soon for other gigs? Will agreed, Kev and Will to follow up.

Next Meeting Date

7 Feb 2022.

Trustees only

Discussed future arrangements for finance management and inspection of accounts for 2021.

Finance Report

Revenue vs Staff Costs:

Revenue generated from bookings invoiced has increased throughout the year as restrictions have lifted and are now in the position where a surplus has been generated for the last quarter.

Activity Type	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Year to Date
Health & Wellbeing	-	-	288	96	172	320	258	214	433	445	464	2,690
Baby & Toddler	-	-	-	126	336	246	245	24	193	228	358	1,756
Dance	120	120	-	-	52	314	262	253	302	322	312	2,057
Arts & Education	-	-	-	122	277	318	126	44	824	374	274	2,358
Music	-	-	-	119	203	224	151	36	210	137	325	1,404
Private Booking	-	-	-	97	18	98	221	255	435	244	208	1,576
Social Gathering	-	-	-	-	-	-	96	28	228	14	28	394
NCA Activity	-	-	-	-	144	252	372	162	576	318	354	2,178
Revenue	120	120	288	560	1,202	1,771	1,730	1,016	3,201	2,082	2,322	14,411
Monthly Staff Costs												
Cleaning	400	300	400	400	400	400	400	400	400	400	400	4,300
Cleaning / Security	200	150	200	200	200	200	200	200	200	200	200	2,150
Assistant Manager	300	225	300	300	300	300	300	300	300	300	300	3,225
Manager	600	450	600	600	600	600	600	600	600	600	600	6,450
Staff Costs	1,500	1,125	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	16,125
Surplus / (Deficit)	(1,380)	(1,005)	(1,212)	(940)	(298)	271	230	(485)	1,701	582	822	(1,715)

Notes

¹ Based on hire invoiced - timing differences may be present with recurring bookings spanning more than one month

² Includes hire revenue associated with NCA Activities

NCA Activities:

Activities associated with the NCA are progressing well following the easing of restrictions - Roots Band is covering all costs associated with the group and the Jazz Orchestra is in line with the projected position at this stage & continues to grow. Qigong is low on numbers and embarking on a Social Media campaign to increase attendance to classes.

Activity	Average Participants	Income			Costs			Balance	Balance Exc Room Hire	
		From Register	From Bank	Variance	Room Hire	Instructor	Total Costs			
Roots Band										
May	17		148	118	(30)	36	140	176	(28)	8
Jun	22		304	252	(52)	54	210	264	40	94
Jul	22		413	447	34	72	350	422	(9)	63
Aug			-	-	-	-	-	-	-	-
Sep	23		208	149	(59)	36	140	176	32	68
Oct	19		283	263	(20)	54	210	264	19	73
Roots Band Total			1,356	1,229	(127)	252	1,050	1,302	54	306
Qigong										
May	8		138	135	(3)	36	135	171	(33)	3
Jun	6		264	270	6	96	342	438	(174)	(78)
Jul	5		276	275	(1)	108	405	513	(237)	(129)
Aug	6		150	105	(45)	48	180	228	(78)	(30)
Sep			-	-	-	-	315	315	(315)	(315)
Oct	7		312	275	(37)	96	360	456	(144)	(48)
Qigong Total			1,140	1,060	(80)	384	1,737	2,121	(981)	(597)
Jazz Orchestra										
Jul	14		208	184	(24)	96	-	96	112	208
Aug	18		264	192	(72)	96	280	376	(112)	(16)
Sep	16		316	176	(140)	120	350	470	(154)	(34)
Oct	19		284	223	(60)	96	280	376	(92)	4
Jazz Orchestra Total			1,071	775	(296)	408	910	1,318	(247)	161
NCA Activity Total			3,567	3,064	(503)	1,044	3,697	4,741	(1,174)	(130)

There are slight discrepancies between the bank & registers where individual donations are being chased. Absence of September Qigong figures have been queried.

Managers' Report 15/11/2021

Many of our regular groups have booked their new year dates already. The calendar continues to look really healthy and varied

Current groups who have now confirmed bookings for 2022

Qigong x2,
Heels with Harley x2
Pilates Body Conditioning
Capoeria
Violin lessons
Exeter Flutes
DoReMi
Jumping beans
Adult Tap
Bulgarian Dance
Bulgarian Sunday School
Swing Dance
Jazz Band
Social Cafe
Roots Band
Pilates Yoga Fusion
La Petite French School
Latin American Cultural group
Yoga with Natasha
Samatha Meditation
Exeter Malayee Association

Still to confirm

Monkey Music
Private Yoga
Hatha Vinyassa Yoga
Spanish Playgroup
Zumba

Possible new groups – both have booked trial sessions with a view to making regular slots if successful

Home Ed Science group
Lockdown support group

Booking Systems

We have been asking people to pay within a certain time to secure on off bookings, this has proved successful and has dramatically reduced the numbers of bookings made then cancelled and of payments needing to be chased.

The introduction of standard Party deposits have also proved successful and on several occasions we have been able to recoup costs of additional rooms or extra time people have used and not booked and paid for. Although creating a little more admin Since this has been in place we have seen a reduction in the number of people taking advantage of our good will so obviously word has started to spread.

NCA Activities

All going well. Numbers for Qigong are starting to pick up. Roots band are considering the purchase of a Chip and Pin machine. Will to provide a finance report for these

Maintenance

Baby changing unit - Joe is confident that there is something that can be done to safely fix a fold down unit to the stud wall.

Guttering - Glen has identified some end caps for the guttering. Just needs fitting now

Broken window - Repair and excess costs have been sent to the father of the child who caused the damage. He may make a donation to the NCA toward the costs.

Arising issues

We have heard nothing further from our resident who made a series of complaints about noise. He refused my offer to meet and has since made no further contact. This matter is now closed

We have had a couple of reports arising in the last few months about privacy from the hallway into the rooms with mentions of people peering in. Although on the surface a minor issue it has been a factor and on a couple of occasions has caused some unease. With your consent could we look into the cost of some thin blinds for the door panels please?

Covid-19

Our secure measures remain in place including the reduced room capacities which people continue to be ok with on the whole. Most community centres locally are like us in keeping measures and reduced capacities in place for the time being.

The only people effected by the reduced capacities are the occasional birthday party. Our regular hirers are all happy and largely unaffected by it.

We are in a position to safely restore the hand dryers and cease using paper towels

We should continue to provide hand sanitiser and surface spray

We have removed the free 15 min buffer either side of each booking now but are still leaving a 30 min space between bookings to allow for a safe flow of human traffic. This is working well. Hirers codes will now only grant access 5mins before the booked time.

Events upcoming

Nov 25th – Reclaim the night, gathering at the centre to walk to St Sids to join the march

Winter warmer 18th Dec The Bowling Green