

NCA Committee Meeting

Monday, 6th June 2022, 7:30 – 9:00 pm at the Community Centre and by Zoom

Welcome and apologies

Present: Jackie Holdstock (chair) Kev Winser, Steve Palmer, Jayne Leaver, Will Paley, (by Zoom) Rory McNeile, Kerrie Seymour

Apologies: Su Aves, Christina Towler, Richard Branston, Jemima Moore, Rachel Deane

Co-option of Rachael Shah as Trustee

Defer to next meeting. ACTION Steve to check Rachael is still willing.

Approval of Minutes – 28 March 2022

Approved

Matters arising

None

Finance Report

See report below. Finances are healthy, in each month recently income exceeds expenditure. Noted £20K transfer to an instant savings account.

AGM Preparation

- Preparation of accounts for inspection – accounts are almost ready.
- Trustees Annual Report, 2021 – draft circulated, no changes proposed. Final version will include photos from the Summer Sunday event.
- Date of AGM - Need to get the annual report ready for certification. Aim for end of July.
- Discussion of publicity – email to members, posters, Jaynes newsletter, individual contacts.

Newtown Community Centre – Manager's report

See below

Changes to only accept one booking per day for party bookings, and taking a deposit has really helped. Other community centres seem to be following the same route after reporting an increase in problems.

Initial estimate from Alex for the external cover over the air pumps. Discussion of timber, and use of cedar to match the outside timber appearance. Agreed to continue investigation.

Question – should we open on bank holidays? Needs someone on call. (defer to next meeting.)

Salto system – the kitchen lock is connected through wifi, but seems to stop working for days at a time, then come back online. Rory suggested running a cable through the kitchen ceiling into the office, where there is a cable to the space with the Salto controller.

Defibrillator (discussed here)– Reuse of the OPCC grant was turned down. London Hearts offer a £300 grant and installation, with training. Paul Mouland from Free Movement has offered to help with grant applications. Agreed to approach Su Aves in first place for a DCC locality grant, failing that to try Exeter City councillors. Trustees agreed to fund approximately £1000 from reserves. (Sec Note – Su has agreed to a £500 grant, so we can proceed)

Maintenance

There are twigs and leaves in gutters, but not causing problems in rain. Windows and gutters are due a clean in a couple of months.

Graffiti outside front door needs to be sanded off, removal products have not worked.

Cleaning – Thanks to Naomi for taking this on temporarily. The Centre seems much cleaner and fresher, but really needs 1.5 hours per day. Role needs to be formalised and advertised. There has been no interest from cleaning companies. It is good to have a personal relationship, so the aim is to look for a self-employed contractor locally. Kerrie will prepare and circulate a job description and vacancy notice.

Electricity supply and solar panels - We are finally(!) with Octopus Energy after multiple objections and delays by British Gas. Octopus are investigating changing the meter to connect with the panels.

Friends of Belmont Park

No report

Revenue generation, grants and Projects

- OPCC grant for improved lighting – repurposing
The lighting project is unlikely to happen soon. We proposed repurposing the £1500 to purchase a defibrillator, but this has been refused by OPCC who want it spent to reduce antisocial behaviour. Rory suggested revisiting an idea for a community wood-carving project proposed by James Bond. ACTION Kev and Kerrie to contact James Bond.
- Defibrillator (see above)
- Adopt a Kiosk idea to convert the phone box in Blackboy Road into a mini-library. ACTION Steve to invite Lorraine Hansford to develop the proposal for decision at next meeting.

Website, social media

Kev reported limited activity recently. Discussion of what is acceptable to include, and potential for reposting and sharing.

AOB

Jayne met with Christina for a discussion of publicity. Suggestion to improve visibility of activities by posting the events calendar Christina had drafted. We could use the lockable noticeboard from the old hut for this. Need to consider where to mount it – possibly as part of the cover over the air pumps.

Suggestion to mount the rest of the local history boards (currently in store) on the walls. General support, but need to work out locations.

People have been using Sellotape and blutack on the walls, mainly to put up bunting, despite rules against. Suggestion to fit discreet hooks at strategic locations – agreed.

Removing Covid stickers from the floors. Will to get quotes from specialist wood floor companies.

One of the sound-absorbent panels fell down due to failure of the glue. The company has been contacted about reinstalling.

Jayne had received a suggestion for a dog-walkers café. Clarified that dogs are allowed in the Centre, but must not go out of the verandah doors into the children's play area.

Next Meeting Date

Monday 4 July 2022, 7:30pm

Meeting closed 21:05

Managers' Report 4/6/2022

Bookings

The calendar remains healthy with a great mix of weekly and monthly activity bookings.

Weekly groups

Qigong x2,
Heels with Harley x2
Pilates Body Conditioning
Capoeira
Violin lessons
DoReMi music
Jumping beans
Adult Tap
Bulgarian Dance
Bulgarian Sunday School
Monkey Music
Private Yoga
Zumba
Swing Dance
Jazz Band
Roots Band
Yoga with Natasha
Samatha Meditation
Lockdown Support Group
Exeter Malayee Association
London Academy Music Drama
Fun Science Exeter

Monthly Groups

Spanish Playgroup
Social Café

New Regular Customers

Acupuncture Health Clinic
Fitness Class

NCA Activities

Qigong Joe has now left, and the group is now run by Rainbow Woods. She did not wish to continue it as an NCA activity and prefers to hire and pay for the room.

The Social Cafe has a mixed program of speakers and craft activities planned over the coming months including a talk about the Newtown gardening project.

Roots and Jaz Band continue to be both well attended

One off Party Bookings

There has been much discussion amongst the network of centres in the city and we are not alone in our negative experiences of one off party bookings.

We are now only accepting one party per day in the centre, this has enabled us to hold parties accountable for any damage or mess caused as a result of their booking. We continue to take deposits for all one-off events and have implemented a robust booking system which ensures people have read understood and agree to the hire rules. This seems to be working well.

Finances

Will to provide a report

Maintenance

We have had the gravel trench covered with decking to prevent children from throwing any more stones. This has really tidied up that area very well.

We have also had all the foam edging in both rooms replaced with more durable plastic edging. This has really improved the look of both rooms.

Alex has been looking into options to cage in the outside system and has suggested a treated timber unit with vertical slats and a 45 degree roof which will help to prevent people from climbing on it. The slats will also allow adequate airflow and it can be removed easily for maintenance. He has estimated the cost to be approx £3-350

Covid-19

All restrictions and mandatory regulations relating to Covid 19 have now been lifted. Like many public venues and community centres we continue to offer hand sanitiser and surface spray to hirers

We have now removed the 30min gap between bookings.

Cleaning

Naomi has been doing a fabulous job, stepping in and cleaning for us since Lyn's sudden departure. There was a lot to do and the place is significantly cleaner than it has been for some time. Naomi has found that 1hour is not quite long enough to get everything done and that 1.5hours a day is more realistic. I have been in touch with several agencies but none of them have proved very reliable at responding or turning up. In discussion with both Naomi and Will I would like to propose we look to hire someone on a SE basis for 1.5hrs a day for 6 days per week at £12per hour. Looking around this is the going rate locally and the extra time will give someone committed to the job time to make sure the place is cleaned thoroughly. I would also like to propose we hire a steam cleaner to give both floors a deep clean as there are a number of marks and grime that cannot be removed by mopping alone. We will be looking to remove the social distancing floor stickers at the same time. We have sourced some new eco floor cleaner which has helped the building to smell fresher.

Defib

I have been in conversation with Paul Mouland from Free Movement and he is keen to work with us to make a joint bid for funding to purchase a Defib for the centre/park

Respect Festival

After much negotiation Suuad has agreed to pay £250 for the use of the small room and kitchen for the festival. The large room and upstairs area will be locked. The actual cost of this hire would be £610 so we have settled on a very generous discount. I have made Suuad aware of this and that this amount is for 2022 only.

Bank Holidays

Going forward should we be accepting bookings on a Bank holiday? Opening on a bank holiday means that either myself or Will need to be on call and stay local and the building will need a clean.

Newtown Community Association

Finance Report - June 2022

Cash at Bank

There is currently a balance of £14,211 in the Treasurers Account, a decrease of £20,767 since the last Committee Meeting on the 28th March. Since the last Trustees Meeting £20,000 has been transferred into an instant access savings account, the net movement in the bank is a decrease of £767.

Please see below a summary of the movement grouped by type:

Balance @ 28th March 2022	34,978
Hire Revenue	4,607
Grant Funding	1,000
NCA Activities	(1,605)
Staff Costs	(3,825)
Expenses	(944)
Savings Account	(20,000)
Balance @ 6th June 2022	14,211

Financial Position - June 2022

2022 continues to show a healthy position with Hire Revenue maintaining a monthly average of £2,500 for the year to date. Hire charges of £14,227 of have been invoiced with average monthly expenses of £1,550, a decrease of £150 due to changes in Cleaning Staff from March onwards.

We are currently returning a surplus for all month's year to date.

Activity Type	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	2022 Total
Health & Wellbeing	364	438	458	260	565	552	2,636
Baby & Toddler	162	120	251	150	246	120	1,049
Dance	248	286	425	259	385	514	2,117
Arts & Education	598	345	380	659	466	232	2,680
Cultural Group	28	98	58	84	21	14	303
Music	179	161	281	91	252	275	1,238
Private Booking	518	98	454	320	615	302	2,306
Social Gathering	-	85	160	175	135	100	655
NCA Activity	294	312	360	234	246	198	1,644
Invoiced Hire Revenue	2,390	1,942	2,826	2,232	2,931	2,307	14,627
Monthly Staff Costs							
Cleaning	200	200	200	200	200	200	1,200
Cleaning / Security	200	200	-	-	-	-	400
Assistant Manager	600	600	600	600	600	600	3,600
Manager	600	600	600	600	600	600	3,600
Staff Costs	1,600	1,600	1,400	1,400	1,400	1,400	8,800
Monthly Expenses							
Exeter CC	41	33	26	44	48	38	230
Internet / Phone	28	28	28	28	28	28	168
Utilities	67	64	48	43	50	54	326
Sundries	-	51	56	44	50	40	241
Expenses	135	177	158	159	176	161	966
Surplus / (Deficit)	654	165	1,267	673	1,355	746	5,827

Notes

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

² Includes income associated with NCA Activities regardless of actual cash received

³ June Expenses are based on an average of the prior 5 months