

NCA Committee Meeting

Monday, 1st August 2022, 7:30 – 9:00 pm by Zoom

Welcome and apologies

Jackie Holdstock, Steve Palmer, Rachael Shah, Richard Branston, Will Paley, Jayne Leaver.

NOTE meeting was not quorate, so discussion only.

Apologies: Rory McNeile, Kerrie Seymour, Kev Winser, Christina Towler.

Co-option of Rachael Shah as Trustee

Postponed

Approval of Minutes – 6th June 2022

Postponed

Matters arising

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

Will has removed most of floor stickers (thanks, a difficult job!); quotes for refinishing the floors not yet sought until all stickers removed

Finance Report

See below

Steve to chase on building insurance with ECC, including checking on excess and claims process.

AGM Preparation

- Trustees Annual Report, 2021 – outstanding issues (a) Jackie agreed to be 2nd signatory. Steve to organise evidence of identity with Martin. (b) Steve to check Treasures emails for invoices from ECC to identify costs related to buildings insurance and water consumption. (c) Steve to send photos of Summer Sunday event to Martin.
- Date of AGM – booking made for morning of 10 September
- Preparations and publicity – Email to members, poster (Will and Steve to check and draft poster). Social media and website. Note for Belmont and St Matts (Steve to draft) including requesting volunteers as Members..

Newtown Community Centre – Manager's report

See below.

Discussion: Football in the Park – Matt Vizard is organising for children's size goal posts sited away from the Centre. Planter benches (Co-Create project) should be sited outside verandah. Together, these should solve the problem.

Cleaning job advertised. Steve and Jackie to be involved in interview process with Kerrie.

Maintenance

Damage to door panel – see managers report, being fixed imminently.

Electricity supply and solar panels. New meter installed, so should now be able to receive payment for electricity generated. Rory to pass over details of the Sungift app for monitoring the panels.

Friends of Belmont Park

Discouraging football at the verandah – see above under Managers report.

Discussion of gates to the children's play area not keeping dogs out. Noted that the red gates do not seem to have a lock, the top and bottom gates and gate below Scrapstore do not close properly.

Revenue generation, grants and Projects

- Presentation by Judith on the Planting for the Bees project at the Social Café was very successful, including attracting new participants, and getting offers of volunteering. Thanks to Kerrie and Will for organising refreshments with table service.
- OPCC grant of £1500 – repurposing
A proposal was put to Devon Community Foundation to work with Co-Create to work with members of the local community on constructing bird boxes and benches with planters, at a total cost of £4190. This included up to £1300 of match funding (assuming our direct costs are to be absorbed). The proposal has been accepted, but OPCC require the project to be completed by 21 October.
- Defibrillator
See managers report. Waiting for response from Freemoovement about potential funding before ordering.
- Adopt a Kiosk idea to convert the phone box in Blackboy Road into a mini-library. Person proposing is moving away, others are not willing to lead. Suggestion that we allow this to lapse.
- Sandford Walk garden project. Clyde has emailed ECC Parks and Open Spaces, no response yet. Steve is trying to link Clyde with Judith (Planting for the bees) to develop ideas.
- Jo Evans (with Steve) to submit a grant request for repairs to the Polsloe Road Allotments fence to DCC Growing Communities Fund.

Website, social media

Kev not present – nothing to report.

AOB

Jayne organising play sessions in Belmont Park, Friday 10 – 1 during August.. Discussion of publicity, including through NCA social media. Linked to Freemoovement.

Follow-up to discussion of dog walkers café – table outside being organised with next social café.

EJO Big band event in Exeter Library late September as part of a series of concerts.

Next Meeting Date

Steve to circulate Trustees for a date for a short decision-making meeting.

Meeting closed at 08:45

Managers' Report 1/8/2022

Bookings

The calendar remains healthy with a great mix of weekly and monthly activity bookings. Although we have lost a couple of small 1hr weekly bookings we have .

Weekly groups

Qigong x2
Heels with Harley x2
Pilates Body Conditioning, Capoeira
Violin lessons
DoReMi music
Adult Tap
Bulgarian Dance
Bulgarian Sunday School
Monkey Music
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
Acupuncture Health Clinic
Qigong

Monthly Groups

Spanish Playgroup
Dad's groups

Recent enquiries

Make and mend group
Tots play group

NCA Activities

The Social Cafe is popular and has a mixed program of speakers and craft activities. Last month was a well attended talk about the Newtown wildflower gardening project by Judith.

Roots and Jaz Band continue to be both well attended, roots are now taking a break for the summer.

One off Party Bookings

The decision to only accept one party per day in the centre is proving beneficial, this has enabled us to hold parties accountable for any damage or mess caused as a result of their booking. The more robust bookings system we now have in place is working well and has significantly reduced the number of issues we had previously experienced. Many venues have a minimum of 3hrs hire for party bookings at a weekend. Should we be considering this? Many of our 2hr party bookings push into a 3rd hour anyway by at least 15-20mins so it may be worth considering.

Finances

Will to provide a report

Maintenance

The remainder of the Newtown History display boards are now up on the walls in the small and large room, they look really nice.

Will has done a great job of removing the old Social distancing floor stickers, thank you Will.

Roman Glass are due tomorrow to replace the damaged glass door in the small room.

APi are also due tomorrow to fit the new sound panel.

Reco Air came and did an inspection of our units last week – all good. They spoke with Alex with regard to the safe boxing in of the unit on the outside of the building. Alex has taken away the remaining cladding board and is able to use it to make the box. This means that we are now only looking at an approx. £200 for build and installation. This work will be completed in early September

Football in the park

Dirty windows and doors, broken roof tiles and significant disruption for hirers are becoming a daily occurrence. huge thanks to Matt Vizard who has been in touch with the parks team at ECC who have agreed to place two small children's sized football goals in the children's play area. They will be sited away from the community centre which should reduce some of the issues. In the mean time I have put some signs up to hopefully deter the building being used a giant goal post.

Cleaning

The job advert has gone out on our website and Social media, shared with our community builders and regular hirers. It's also been shared by Belmont Chapel and they have put it on their church notice board. Closing date: 5pm Friday 19th August, Interviews: week of August 29th Roles starts: sept/oct

Defib

This is time sensitive, as demand is rising and a global shortage of defibs is very much prevalent. At the last meeting 1,500 was agreed from NCA, so I'm waiting to hear from Paul from Freemovement if they would be willing to contribute to the purchase.

Co-Create Project

The project - This project is a collaboration between Co Create and the Newtown Community Association. The Newtown Community Association and Co Create Exeter will work together with local residents and regular park users to create a series of structures/objects to enhance the aesthetics of the immediate area outside the community centre as well as improving the environment and the wider bio diversity of the park. The project will consist of 3 days delivery, open to local residents and park users of all ages.

1 day of family drop-in workshops led by Co-create where children and their families can work together to build bird boxes and bug hotels to be placed in the wildflower and surrounding areas of the park

2 days of adult workshops to design and build a series of planter benches for the immediate areas outside the community centre

Project Total: 4,190

£1,500 secured from OPCC Police Property Grant which will be used as match funding for other funding bids. Money must be spent by October 21.

Safeguarding/Incidents

We have had another email from a community member. I have explained that we have had recent guidance from the police who are aware and have no concerns at this time and recommended they contact the police directly should they have any further concerns. I have forwarded the email to Nic Unsworth and have recorded it in our incident log.

Bulgarian Dance - Following my report on 13/7/2022 a Case has been opened by the police

and CCTV footage of the young people in question has been taken as evidence. The police are confident that some of the young people are known to them and are linked to a number of other issues in city.

Respect Festival

An overall success but not without its difficulties. Negotiations with Respect were problematic and at times very difficult to manage. Some of the issues were;

Difficult tone to many emails

Approaching other community members to contact me

Phone calls and emails at very unsociable hours

Last minute demands

24 hr use of the building when only 8am-11pm was agreed - It's clear on CCTV and on Salto that the security team actually used the centre through the night. Are we covered for 24hr use?

Moving forward I would recommend that we ask to meet with Suuad along with perhaps Sophie ECC and Peter at the Scrapstore and have a wider planning meeting ahead of next year's event. This would encourage a more transparent channel of communication about both funding and planning/management of the event. Hopefully this will help to reduce the amount of friction and stress experienced this year.

Newtown Community Association

Finance Report - August 2022

Cash at Bank

There is currently a balance of £9,859.62 in the Treasurers Account, a decrease of £4,352 since the last Committee Meeting on the 6th June.

The Savings account holds a balance of £20,000.57.

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

Balance @ 6th June 2022	14,211
Hire Revenue	1,709
Grant Funding	10
NCA Activities	(761)
Staff Costs	(2,920)
Expenses	(2,389)
Balance @ 1st August 2022	9,860

The large decrease shown in the period is due to the compound effect of a reduced number of bookings over the summer and a large influx of expenses.

- NCA Activities are showing a deficit of £761 over the period, however this includes historic Roots Band & Qigong costs for March, April & May. The actual movement in the period is a shortfall of £113
- Staff Costs are higher than usual due Manager costs catching up for May and prompt payment for July.
- Expenses are high for the two months with a number of one-off costs, please see breakdown below:

Air Conditioning Service	234.00
Music Licencing	343.52
Cleaning Materials	63.42
Exeter City Council	362.58
Website Domain Renewal	60.00
Mobile Phone	56.00
Utilities	163.68
Building Maintenance	760.12
Lock System Subscription	294.00
South West Hygiene	51.48
<u>Total Expenses</u>	<u>2,388.80</u>