

## NCA Committee Meeting

Monday, 14<sup>th</sup> November 2022, 7:30 – 9:00 pm at Newtown Community Centre and by Zoom

### Welcome and apologies

Present: Jackie Holdstock, Kev Winser, Christina Towler (Chair), Will Paley; (on Zoom) Richard Branston, Rachael Shah

Apologies: Jayne Leaver, Su Aves

### Approval of Minutes – 1<sup>st</sup> August 2022 and AGM 10 September 2022

Approved

### Matters arising

None

### AGM Review

General feedback that the AGM section on presentations by councillors etc provoked a lot of discussion. Idea for more regular “Community Forum” events. Decided to develop this idea further for after Christmas

### Finance Report

See below.

Projection for next year is healthy, allowing for one-off bookings.

Will reported that Lloyds are offering a new savings account – 90 day with 1.45% interest- decided to move the savings to that.

### Newtown Community Centre – Manager’s report

See below. Discussion of the regular bookings and explanation of the warm bank activities.

### Increase in contractor fees

Discussed and agreed unanimously to increase maximum contractor rate to £17 per hour (13.3% increase).

### Maintenance

Cover for air pump being constructed, expected to be fitted in December. Problems have continued with the external switch being turned off.

### Friends of Belmont Park

Rachael is working with Jemima Moore. Issue with gates still ongoing. Bottom gate does not close, Gordon Road gate still not repaired, red gate not locked. Trying to get extra “dogs prohibited” signs. Some equipment (ex Pinhoe Park) is in store, trying to get funding for installation in Belmont Park. Kev – one of the table tennis tables has the net bent. Rachael – best if multiple people report problems.

### Revenue generation, grants and Projects

- OPCC grant of £1500 – repurposing. Spent on Co-create project, report submitted.
- Defibrillator – order placed with London Hearts (see Managers report).

- Sandford Walk garden project. Steve to submit grant application. Clyde now has permission to work on the garden space.
- Chute Street Garden project. Christine is in contact with Pat Linton, and will get details for grant.
- Warm Spaces application (see Managers report) – application submitted.
- Safer Street fund – Green Space fund. Christine to find out about application process.
- Discussion of funding for lighting in Belmont Park. Richard – the Ambulance Station replacement is progressing quickly, and will produce money for local projects. Agreed that lighting in that area needs to be improved urgently. Committee will support any proposals that Richard suggests.

### [Website, social media](#)

754 followers, 6 likes!

A trolling issue during the woodworking project, dealt with diplomatically.

Website does not currently have a link to the Facebook page – Will to investigate adding this.

### [AOB](#)

Winter Warmer, Saturday 3 December, opens 6:30pm for setup, music from 7– 9:00pm pm. Posters prepared. Discussion of publicity – email to members (Steve). Rachael will pass to local schools

Richard – December planning meeting, 6 planning applications coming, including Police station replacement. Ward grants easy, but council grants are under heavy demand.

Richard – at next meeting of Newtown & St Leonards ward, wants to show the list of 25 groups using the Centre – Will to send list.

### [Next Meeting Date](#)

Monday 23 January 2023, 7:00pm

## **Managers' Report 1/11/2022**

### **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  
Exeter Malayee Association  
London Academy Music Drama  
Fun Science Exeter  
Acupuncture Health Clinic  
Qigong  
Exeter Flutes  
Baby Massage

### **Monthly Groups**

Dad's and tots group  
Greek Orthodox Church

### **NCA Activities**

**The Social Cafe** is busy with regulars coming along every month. We have a mixed program of speakers and craft activities.

**Roots and Jaz Band** continue to be both well attended and will be playing at this year's winter warmer.

### **One off Party Bookings**

Party booking enquiries have dropped off a little recently. They continue to be problematic at times. The deposit scheme may put some people off but has also proven essential more than once recently. We now have bookings every evening and a Saturday afternoon which only really leaves Saturday morn/afternoon for party bookings which makes a lot of sense on a really practical level.

### **Finances**

Will to provide a report

### **Maintenance**

There have been some delays but the box to house the Aircon/heating unit outside will be completed by the end of the month. Alex will be using the remaining cladding so it should blend in well.

## **Cleaning**

Naomi has settled in well to the role and the building is looking and smelling significantly cleaner.

## **Defib**

The Crowdfunder didn't raise as much interest as we'd hoped but we still raised £230 from 11 supporters. Bulgarian School generously donated £100 and a social café visitor gave £5 in cash last week. The Defib is now on order and should be with us soon.

## **New initiatives/projects**

### **Co-Create Project**

**We had a fun couple of days building planter boxes and were joined by several local residents who took some time out to lend a hand. We have received an offer of some free organic compost and are now awaiting delivery which should be next week. Once received the planter boxes can be filled and planted up. They will have wildflowers and herbs.**

**This was funded by OPCC Police Property Grant**

### **Mend and Make – part of our warm bank provision**

A monthly session. Starting in December. People are invited to bring an item of clothing that they would like to mend or adjust or a knitting or clothing pattern they always wanted to make. The emphasis will be to mend and make rather than throw away and buy new. There will be a sewing machine and a small selection of haberdashery items for people to use and people will be gently guided and supported to try and learn new skills

### **Digital Inclusion Café – part of our warm bank provision**

A monthly drop in café with a focus on Digital Inclusion. Visitors will have access to the internet and digital equipment and will be able to access support in using simple computer programs, emails etc. Starting in Jan 2023.

### **Foodshare scheme**

We are now registered with Exeter food Action. We will be collecting food for each of our cafes and will have a table of food items for people to take home with them.

### **Cost of Living event**

14<sup>th</sup> Nov. A drop in event supported by a number of charities including Turntable, Wellbeing Exeter, EEC, CAB. A slow start but we had some visitors come at 4 who stayed and spoke to the organisations who were here. We were supported by Turntable, CAB, Wellbeing Exeter and ECOE. We also had a table of food on offer from ExeterFoodAction

## Finance Report - November 2022

### Cash at Bank

There is currently a balance of £12,060.58 in the Treasurers Account, an increase of £2,200.92 since the last Committee Meeting on the 1<sup>st</sup> August.

The Savings account holds a balance of £20,005.07

Current interest is 0.15%, if we move to a 32 day fixed term interest account the rate increases to 1.10%.

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

|                              |         |
|------------------------------|---------|
| Balance @ 1st August 2022    | 9,860   |
| Hire Revenue                 | 8,035   |
| Grant Funding                | (1,018) |
| Donations                    | 75      |
| NCA Activities               | 211     |
| Staff Costs                  | (3,423) |
| Expenses                     | (1,680) |
| Balance @ 14th November 2022 | 12,061  |

Notes:

- Reduction of £1,018 in Grant funding due to purchase of Defibrillator and EJO grant costs
- Donation is from Alex Leaver, generously the proceeds from his Coffee Cart.
- Expenses are high for the two months with a number of one-off costs, please see breakdown below:

## Financial Position - November 2022

2022 continues to show a healthy position with Hire Revenue maintaining a monthly average of £2,326 for the year to date. Hire charges of £25,590 of have been invoiced with average monthly expenses of £2,022. We are currently projected to return a surplus over the entire year.

| Activity Type                | Jan-22       | Feb-22       | Mar-22       | Apr-22       | May-22       | Jun-22       | Jul-22       | Aug-22         | Sep-22       | Oct-22       | Nov-22       | 2022 Total    |
|------------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|----------------|--------------|--------------|--------------|---------------|
|                              | 364          | 438          | 458          | 260          | 585          | 552          | 564          | 324            | 480          | 441          | 919          | 5,384         |
| Health & Wellbeing           |              |              |              |              |              |              |              |                |              |              |              |               |
| Baby & Toddler               | 162          | 120          | 251          | 150          | 246          | 120          | 523          | -              | -            | -            | 39           | 1,610         |
|                              | 248          | 286          | 425          | 259          | 385          | 583          | 429          | 589            | 520          | 351          | 379          | 4,453         |
| Dance                        |              |              |              |              |              |              |              |                |              |              |              |               |
| Arts & Education             | 598          | 345          | 380          | 659          | 466          | 232          | 174          | 36             | 625          | 570          | 418          | 4,502         |
| Cultural Group               | 28           | 98           | 58           | 84           | 21           | 14           | 28           | -              | 78           | 48           | 56           | 513           |
| Music                        | 179          | 161          | 281          | 91           | 252          | 275          | 107          | -              | 442          | 245          | 444          | 2,474         |
| Private Booking              | 518          | 98           | 454          | 320          | 315          | 202          | 352          | 60             | 128          | 248          | 514          | 3,208         |
| Social Gathering             | -            | 85           | 160          | 175          | 135          | 100          | 80           | 100            | 14           | 60           | 60           | 969           |
| NCA Activity                 | 294          | 312          | 360          | 234          | 246          | 198          | 144          | 126            | 162          | 180          | 222          | 2,478         |
| <b>Invoiced Hire Revenue</b> | <b>2,390</b> | <b>1,942</b> | <b>2,826</b> | <b>2,232</b> | <b>2,651</b> | <b>2,276</b> | <b>2,400</b> | <b>1,235</b>   | <b>2,448</b> | <b>2,142</b> | <b>3,050</b> | <b>25,590</b> |
| Monthly Staff Costs          |              |              |              |              |              |              |              |                |              |              |              |               |
| Cleaning                     | 200          | 200          | 200          | 200          | 200          | 200          | 200          | 200            | 336          | 336          | 336          | 2,608         |
| Cleaning / Security          | 200          | 200          | -            | -            | -            | -            | -            | -              | -            | -            | -            | 400           |
| Assistant Manager            | 600          | 600          | 600          | 600          | 600          | 600          | 600          | 600            | 600          | 600          | 600          | 6,600         |
| Manager                      | 600          | 600          | 600          | 600          | 600          | 600          | 600          | 600            | 600          | 600          | 600          | 6,600         |
| <b>Staff Costs</b>           | <b>1,600</b> | <b>1,600</b> | <b>1,400</b> | <b>1,400</b> | <b>1,400</b> | <b>1,400</b> | <b>1,400</b> | <b>1,400</b>   | <b>1,536</b> | <b>1,536</b> | <b>1,536</b> | <b>16,208</b> |
| Monthly Expenses             |              |              |              |              |              |              |              |                |              |              |              |               |
| Exeter CC                    | 41           | 33           | 26           | 44           | 48           | 167          | 196          | 361            | 33           | 194          | 114          | 1,257         |
| Internet / Phone             | 28           | 28           | 28           | 28           | 28           | 28           | 28           | 28             | 28           | 28           | 28           | 308           |
| Utilities                    | 67           | 64           | 48           | 43           | 241          | 89           | 74           | -              | -            | 159          | 79           | 864           |
| Sundries                     | -            | 51           | 56           | 44           | 468          | 418          | 811          | 1,328          | -            | 99           | 327          | 3,602         |
| <b>Expenses</b>              | <b>135</b>   | <b>177</b>   | <b>158</b>   | <b>159</b>   | <b>785</b>   | <b>702</b>   | <b>1,109</b> | <b>1,717</b>   | <b>61</b>    | <b>480</b>   | <b>548</b>   | <b>6,031</b>  |
| <b>Surplus / (Deficit)</b>   | <b>654</b>   | <b>165</b>   | <b>1,267</b> | <b>673</b>   | <b>466</b>   | <b>173</b>   | <b>(109)</b> | <b>(1,882)</b> | <b>851</b>   | <b>126</b>   | <b>966</b>   | <b>3,351</b>  |

Notes <sup>1</sup> Based on hire invoiced - timing differences may be present with recurring bookings spanning more than one month <sup>2</sup> Includes income associated with NCA Activities regardless of actual cash received

## Projected Income from Regular Hirers 2023

Looking towards 2023, based on income solely from regular hirers there a monthly shortfall of £88. This is anticipated to be filled by one-off bookings.

| Activity Type                 | Monthly      |
|-------------------------------|--------------|
| Health & Wellbeing            | 484          |
| Baby & Toddler                | 18           |
| Dance                         | 334          |
| Arts & Education              | 136          |
| Cultural Group                | 428          |
| Music                         | 450          |
| NCA Activity                  | 198          |
| <b>Projected Hire Revenue</b> | <b>2,048</b> |
| Monthly Staff Costs           |              |
| Cleaning                      | 336          |
| Assistant Manager             | 600          |
| Manager                       | 600          |
| <b>Staff Costs</b>            | <b>1,536</b> |
| Monthly Expenses              |              |
| Exeter CC                     | 178          |
| Internet / Phone              | 28           |
| Utilities                     | 67           |
| Sundries                      | 327          |
| <b>Expenses</b>               | <b>600</b>   |
| <b>Surplus / (Deficit)</b>    | <b>(88)</b>  |