

NCA Committee Meeting Minutes

Monday, 24th April 2023, 7:00 – 8:30 pm at Newtown Community Centre and by Zoom

Welcome and apologies

Present: Su Aves (chair), Chris Towler, Jackie Holdstock, Kev Winsler, Rachael Shah (by Zoom), Kerrie Seymour, Will Paley, Jayne Leaver, Alex Leaver

Apologies: Richard Branston, Matt Vizard, Peter (scrapstore)

Approval of Minutes – 13th March 2023

Agreed

Matters arising

Printer – to be ordered next week.

Finance Report

See below.

Discussion of the Samba Drumming workshop in May – Su reports that the grant will be delayed until later in May. Agreed to continue with the workshop, which is hoped to become a regular event.

Newtown Community Centre – Manager's report

See below.

Capoeira group is taking a break. There are some gaps opening up, so aiming to advertise. Issues with bookers getting blasé about security and leaving the front door open and the verandah doors unlocked, so messaged all hirers to remind them. Social Café getting a buzz with good recent events.

Discussion of the digital inclusion idea; this did not really work with the warm spaces. Ideas for a lunch club to complement the Social Café. Make and Mend did not take off, but may have an opportunity for a sewing club.

Volunteers – need a recruitment drive. Piece put into Jayne's newsletter.

Discussion of Summer Sunday – no date yet.

Party bookings – current rule of only one per day has controlled problems.

Discussion of the defibrillator, and about running a training session.

The Salto system has not had the updated cabling, but seems to be working now after an update. A replacement keypad for the front door is needed. Hallmaster are now offering an alternative system. Agreed to investigate.

Job description and advertisement

Will Paley is no longer able to continue with the Assistant Manager role. Discussion of how the finance management role has developed. Issue of someone living close and able to sort out immediate problems. Agreed to set up a subcommittee – Steve, Chris, Kerrie.

Maintenance

Gutter being cleared on Wednesday.

Friends of Belmont Park

Nothing to report. Goalposts, with Matt but not yet. Man with dogs is still coming into the children's area. Kerrie has catch-up with PCSO Nic Unsworth next week. Su has meeting with Police every 6 weeks.

Revenue generation, grants and Projects

- Chute Street Garden project – last set of invoices to be paid; Chris will request report and photos.
- Taiko Drumming workshop. Dates to be fixed (Kerrie)
- Garden for the bees signs – Steve to follow up with Judith.
- A3 Printer and Laminator – Steve to order next week.

Website, social media

Kev – very quiet, since defib post. Two new followers. Kerrie posted a video taken from the stairwell CCTV during the night.

Alex – on Google there are three profiles. These need to be rationalised, especially the 3 phone numbers. On Apple there is a profile, but only links to the website.

AOB

Su – if anyone sees anything unusual, the Police have updated their 101 reporting system to make it more useful, and reports are sorted by location and determine resources. There have been extra resources allocate to the city centre recently. Kev to post info about 101 service upgrade on social media.

Meeting re Respect Festival with Suaad.

Suad – need for better communication, after problems last year. Security will use their own tent rather than the Community Centre. Need to learn what is required. Discussion – NCA want to support Respect, we are willing to consider use cases.

Issue off protecting the wildflower garden areas. Kerrie to discuss with Judith. Suad will send Kerrie a volunteer briefing with site plan etc.

Defibrillator – NCA will take it offline during the festival.

Next Meeting Date

Meeting ended: 20:45

Managers' Report 23/4/2023

Bookings

A new booking of a support group run by Exeter Drug and Alcohol Services
And a young people's Samba Drum group which may become a regular group

Weekly groups

Qigong x2 per week
Heels with Harley
Over 50s exercise
Capoeira – taking a break
Violin lessons
DoReMi music
Adult Tap
Bulgarian Dance
Bulgarian Sunday School
Monkey Music
Zumba
Jazz Band
Roots Band
Yoga with Natasha
Samatha Meditation
Exeter Malayee Association
London Academy Music Drama – bi weekly
Fun Science Exeter
Acupuncture Health Clinic
Exeter Flutes
Dad's and tiny tots group - Monthly
Greek Orthodox Church – Monthly
Le Petite French School

NCA Activities

The Social Cafe is busy with regulars coming along every month. Social café now has a puzzle and book corner!! We've recently had visiting talks by Sarah Dilley who teaches Pilates and a talk from ECOE about ways to reduce energy costs and energy options. This was a very popular session.

Digital Inclusion Cafe – this has never really taken off. If we get some interest from new volunteers this could become an interesting opportunity for a lunch club using food from the Food Action. This will only be possible if we have volunteers to help run it.

Roots and Jazz Band continue to be both well attended

Mend and Make – As there are several repair themed drop ins in the city, we have decided not to run this any longer. A regular visitor the Social café is considering setting up a sewing group so I am in discussion with her about how we might be able to support this instead. **Warm Bank drop ins** – thank you to everyone who supported the warm bank sessions over the winter months. Numbers fluctuated from week to week but they have proved important for some. Our warm bank program has now ended.

Volunteers – it's time for a big volunteer recruitment drive. Any thoughts/ideas support welcome.

One off Party Bookings

Busy through the spring/summer. Much easier to manage with only one per Saturday.

Maintenance

The defib is now installed and working. Many thanks to Steve for his support with the installation and registration of the unit.

The Salto wiring has not yet happened, however the issue seems to have resolved without needing it which suggests there was perhaps an issue with the Salto system

itself rather than our connection. We are in need of a new front door key pad. I have requested a quote.
Hallmaster now offer an entry system alongside thier bookings software should we ever wish to change or upgrade.
PAT testing taking place this month

Finance

Cash at Bank

There is currently a balance of £11,505.67 in the Treasurers Account, an increase of £244.94 since the last Committee Meeting on the 13th March 2023.

The Savings accounts hold a total balance of £20,128.83

£16.53 - Instant Access (0.75% gross)

£20,112.30 - 32 Day Fixed Notice (1.85% gross)