

NCA Committee Meeting

Monday, 7th August 2023, 7:00 – 8:30 pm by Zoom

Welcome and apologies

Present: (Trustees) Jackie Holdstock (Chair), Steve Palmer, Kev Winser, Christina Towler;
(Non-voting) Kerrie Seymour, Jean Kimber, Richard Branston, Jayne Leaver.

Apologies: Su Aves, Andy Ketchin, Matt Vizard

Approval of Minutes – 19th June 2023

Approved

Matters arising

Meeting between Steve Palmer and Rachael Shah about possible location of a cupboard for football nets has not happened yet.

Newtown Community Centre – Manager's report

There has been a drop-off in groups for August and September.

Qigong is continuing. Heels with Harley continue to book numerous sessions. Drug & Alcohol Action have discussed booking, but not until October. Exeter Flutes and new associated group Exeter Strings are booking. There is a new dance group. Samba has stopped, not clear if this is for the summer or longer term.

There have been problems with security for bookings from the International School. It seems the bookings are made by the admin office, but the T&Cs are not passed on to the people running the sessions, who are generally teenage students. Doors have been left open and unlocked, including overnight. Kerrie is monitoring and we have kept deposits.

Social Café – quieter but good in July, with signs of increasing interaction between people attending.

One-off party bookings continue reducing.

Steve Fearn – discussions have been held with Kerrie. Action: Kerrie Seymour to draft a letter of appointment to Steve Fearn and Steve Palmer to send. (Sec note: letter sent 11/08/23)

Maintenance:

The Salto system is working better; the direct wiring of the kitchen door system and removal of the dongle on that system has helped.

The kitchen door handle has been replaced

A period poverty box has been installed in the toilets.

NCA Sponsored Activities – review of guidance.

Roots Band and EJO – Kerrie and Jean are checking numbers and trying to get better correlation between money received and people participating.

Finance Report

Current account: £10,871.78

Savings account: £20,242.33

Finance Manager startup and actions

Jean is making good progress on the Hallmaster system and invoicing.

Jean is now a signatory to the accounts, but access to online banking is not yet in place.

Preparation for AGM

Draft of Annual Report for 2022 has been prepared by Martin Cronin and circulated to Trustees. No comments or amendments from Trustees. Steve Palmer will add photographs and finalise for signature. Kev Winser and Steve will sign, then pass to Martin (with letter of delegation) for his signature.

Discussion of preparations for the AGM.

AGREED to change date to Saturday Sept 16th because too few of the Trustees are available on 9th. Steve Palmer to send notice to Members.

Friends of Belmont Park

No report from Rachael.

Revenue generation, grants and Projects

- A3 Printer and Laminator – Christina is donating an A3 laminator, not yet in the Centre office.
- Garden for the bees signs – Steve to meet Judith to discuss placement and design. The garden area by the Centre is looking a bit wild, there is a group meeting Thursday.
- Taiko Drumming workshop – New idea is to publicise as part of a taster sessions Open Day, probably in September, with several groups. Kerrie to develop the ideas. Alex may be able to help.
- Volunteers are doing Food Hygiene training and certification.

Website, social media

A quiet month on social media. The website is being moved to a new server, which will enable updating of the supporting software to current versions and a refresh of the theme.

Alex reported on Google, March – August there were 2300 views, with 667 interactions and 1 customer helped. Thanks to Alex.

AOB

Jayne Leaver: Pat Lenton has organised a new mural in the alleyway behind Clifton Road shop; she wants to organise another. Another wild flower area has been set up near flats. Pom-pom making session.

Kerrie – Pat also asks about craft activities. Good that people see the Social Café developing as a shared space where anyone can contribute. Looking forward to Judith at the Social Café 18 August.

Jayne's newsletter has a deadline of approximately 20th of every other month.

Jackie – Notice board by Belmont Road entrance is looking tatty. Kev will look into removing obsolete notices. Steve will investigate replacing the plywood with pinboard.

Next Meeting Date

Not fixed, after AGM.