

## NCA Committee Meeting - Minutes

Monday, 12 February 2024, 7:00 – 8:30 pm in person at the Community Centre and by Zoom

### Welcome and apologies

Kerrie Seymour, Kev Winser, Christina Towler, Steve Palmer, Steve Fearn, Richard Branston

Apologies: Ella Westland

### Co-option of Ella Westland as Trustee.

Agreed, all in favour.

### Approval of Minutes – 30<sup>th</sup> October 2023

Approved

### Matters arising

None

### Newtown Community Centre – Manager's report

Issue with EJO practice session fees – Steve and Kerrie to go to a session and explain the needs.

Salto system replaced the system for the stair door – Guardian replaced the system without authority, but no option. The door panels need replacing so that is an additional cost. Agreed to look into alternative systems, including the system linked to Hallmaster.

Fire extinguishers will need to be replaced. PAT testing to be done next week.

Steve F will demonstrate the new website later.

Warm spaces arrangement.

Steve F – Can market the Loft Room for hot-desk space.

Respect Festival. Meeting with Suaad last year really helped. We need to meet again. She wants the Centre for longer, mainly for Security to use toilets. Kerrie told Suaad the room rates would increase. Could use the large room for exhibition space – ideas for regular users to offer taster sessions etc. Agreed that Kerrie will set up a meeting, with an initial bid of £500.

Steve F – demonstration of new website. Very exciting. Ideas for publicising the website and offer.

Discussion of adding AV equipment.

### Finance Report

See below

Noted general decline in bank balance. Expenses coming in for insurance £638, PAT testing, and fire extinguishers. Loss of Monkee Music and DoReMi Music.

### Increase of Community Centre hire charges.

Currently: Standard Community rate, small room £7, large £12, Loft £10, Kitchen £3.

Commercial Rate, small £11, Large £18, Loft £15, Kitchen £5

Party/one-off rate £15 for large room, small room £10 Loft £10, kitchen £4.

Summary of other centres.

Suggestion: 10% rounded to the nearest pound

Agreed: Standard Community rate, small room £8, large £13, Loft £11, Kitchen £4.  
Commercial Rate, small £13, Large £20, Loft £15, Kitchen £5  
Party/one-off rate £18 for large room, small room £12 Loft £10, kitchen £5.  
To start 1 April 2024.

### Maintenance

Covered under Managers report. Fire panel inspected.

Aim to run a defib training event.

Contact solar panel company for inspection and estimate for battery.

Recycling bin has not been delivered, but is being charged for. Steve to follow up.

### Friends of Belmont Park

No report.

### Revenue generation, grants and Projects

- Taiko Drumming workshop – this Saturday, 11 - 1
- Garden for the bees signs. Kerrie will message Judith to check.
- Warm Spaces. Steve to check the funding parameters, recipient group conference call this week.
- Artist sessions for Warm Spaces
- Benefact group lottery.
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### Events

Review of Winter Warmer – email about number of people and fire exit. Need to be aware next year, perhaps count people in and out.

Future events. Summer Sunday.

### Website, social media

Website dealt with above – Steve F to circulate address. Kev – more followers, 809. Traffic, people are looking.

Switching websites – Steve F and Kerrie to make a plan and finalise. Steve P to send Steve F the UK2 login. Steve F to check with Hallmaster on additional capabilities.

### AOB

Warm spaces schedule – Kerrie is seeking commitments for support.

Next Meeting Date – Monday 25 March 2024

Trustees only (if needed)

Close

## **Managers' Report 12/1/2024**

### **Regular Bookings**

Qigong x2 per week  
Heels with Harley  
Over 50s exercise  
Violin lessons  
Adult Tap  
Bulgarian Dance  
Bulgarian Sunday School  
Zumba  
Jazz Band  
Roots Band  
Yoga with Natasha x 2  
Samatha Meditation  
Exeter Malayee Association  
Exeter Flutes  
Baby Bounce Workout  
Martial Arts group  
FearFree Project  
DRCACS  
Salvation Sanctuary Church  
Le Petite French School  
Dad's and tiny tots group - Monthly  
Exeter Young Strings - bi monthly

### **NCA Activities**

**The Social Cafe** – regular attendees are starting to make more responsibility in the running of the cafe and creating a monthly newsletter keeping folk informed about what's on at the cafe

**Roots band** is well attended and payments are regular, especially since the introduction of the card machine. Roots band income is covering both Ali's fee and the hire costs of the space.

**Jazz Band** is well attended however very few attendees are actually paying anything to attend the sessions. Will has obtained some small pots of funding and the band have some performance income but this is not enough to cover wills monthly fee and the the room hire costs. If all attendees were to make a payment Jazz band would not be making a significant loss every month. Jean to provide more detail on current EJO financial position.

### **One off Party Bookings**

As the cost of living crisis has hit many families we have seen a fall in the number of party bookings, however we usually see bookings pick up again towards the spring/summer.

### **Maintenance**

We have had to pay for a new control panel for the stairwell door, this was costly but has resolved the on going issues we were having with the stairwell door dropping off line. We will also need to replace our door code panels in the near future as these are showing signs of wear.

Due to the use by dates we are required by law to replace all our foam extinguishers at our next visit which is due next month at the same time as our PATTest.

Our waste management services have been in touch to say there are now nappies being disposed of in the sanitary bins. They have offered specific nappy bins at an additional annual cost. We have signs in the toilets and are clear with all new hirers that nappies

are to be taken home and not disposed of on the premises. I have sent a reminder email to all our groups and will review again in a month or so.

### **Website redesign**

Steve Fearn has been working hard on the much needed redesign of the NCA website. Steve will be sharing his work on this at this evenings meeting.

### **Warm bank space**

We are looking to host a regular warm bank drop in space throughout Feb/March. Initial suggestions are Mondays 1-3 and Fridays 11-1. So far Steve F, Steve P and Jean have offered to support some of these sessions. If anyone else has any time on either these days or another your support is very welcomed. We now have puzzles and board games, and some artist time for some of the sessions. It's hoped that by offering a range of activity alongside a warm space and a cuppa we can create a more relaxed and informal space, reduce threshold anxiety and remove the stigmas of accessing a needs based provision.

### **Taiko Session**

The Taiko session is almost fully booked and will be taking place this Saturday. Many thanks to Matt for the funding to make this happen

### **New initiatives**

\*We now have period poverty boxes in all toilet cubicles, offering sanitary products to those who need it. Folk are encouraged to take if they need and replace if they can

\*We now have a book swap bookcase in the corridor for anyone who wants to take or take and replace a book

\*Planters - We have had an offer for some plants to be donated in the spring so we can breath some new life into our seat and planter boxes outside

\*I'm looking into some free community de-fib training sessions for us to host in the spring summer

### **Respect Festival**

Suaad is asking for longer use of the building this year, with access to toilets for security staff from Weds. She has also asked for a reduced fee as the festival has no funding. We need to agree a hire price and negotiate with Suaad as early possible to avoid any unnecessary upset, conflict or misunderstanding.

## **FINANCE REPORT FOR NCA COMMITTEE MEETING - 12<sup>th</sup> February 2024**

### **CARDNET**

The cardnet machine was paid on the 30<sup>th</sup> October and we receive it on the 9<sup>th</sup> November. Since the end of November Ali Jones from Roots Band has been making good use of it. Will from EJO hasn't used it at all though he's been reminded over and over.

### **EJO & ROOTS BAND**

Roots Band is doing well. There are a few attendees still paying into the bank.

Since the last meeting in October nothing has changed with regard to EJO's attendees not paying. The number of attendees have increased but it's the same few people paying in the bank.

Will gets a reminder now and then to use the cardnet but to date he hasn't done so.

### **HALLMASTER**

I've been doing some bookings while Kerrie was away on holiday for 10 days. I will need more practice to get more familiar with it.

### **Finance Report**

	<b>30<sup>th</sup> October 2023</b>	<b>12<sup>th</sup> January 2024</b>
Current account:	£9665.72	8138.30
Savings account:	£20,350.00	20502.76