

## NCA Committee Meeting

31<sup>st</sup> July 2019, 7:30

Present: Peter Montgomery, Steve Palmer, James Leigh, Nikki Milican, Jackie Holdstock, Doris Marcelo Sanchez, Moragh Mason, Rory McNeile

(non-voting) Su Aves.

Apologies: Dave Hunt

### Approval of Minutes

Meeting of 15 July approved with corrections.

### Opening event

Update in schedule

Invitations to groups for Taster Sessions (Nikki). Groups not yet replied/confirmed: Capoeira – have a clash (James Leigh leads this). Need to contact Karolina for Pilates. Jumping Beans – new group. Princess Ballerinas. Monkey Music – contact away until 6 Sept. Any contact details for Daniella Coomb? (possibly Karolina). Other groups have responded. Draft schedule being produced.

Marketing lead - no volunteer yet.

Invite list additional people?

Discussion of list from Rory. Press release: include sponsors and funders. Newtown School and Nursery School – Doris contacting.

Discussion – idea of oldest and youngest to cut tape. Or trio with Lord Mayor.

Insurance – valid to 10 October (Sec note – need to inform of turnover figure).

T-shirts and trustee participation: Jackie, James and Steve away. Trustees without T-shirts should arrange to borrow them from Jackie, Steve, James.

### Building Manager

Establish working group – James, Steve and Peter to coordinate.

Job description, recruitment. Major aspects: (1) bookings (2) security volunteers (3) managing cleaner.

### New Building

Carpenters active installing floor – doors and floor complete by 14 August for Building Inspector visit.

Painting in progress.

Fire risk assessment – visit 2 September. (need to complete move of kitchen shutters; one fire detector to be moved.) Need fire extinguishers – quote for £400, which includes a training session – suggestion to offer training to regular group coordinators.

NCS certificate.

Energy performance certificate A+

Feed-in tariff – refused because process needed building energy certificate before 1 April, which was not possible. Rory will appeal.

Heating system now active. Cooling working well on hottest day. Controlled by phone app.

CCTV system installed and working – also accessible by phone app.

Access system. Does not work as originally thought (scanning would require registration on a cloud system), so adding a keypad system. Also key-fobs for regular users.

Address and Postcode application in progress; a postbox will need to be fitted.

First trial user groups after Fire Inspection on 2 September.

Blinds?

System for hanging posters?

Window cleaning, gutter clearing etc. – possible contract with window cleaner.

Heras fencing – ECC have been reminded. ECC have fitted fencing/gate.

21 August – GoodGym Group to do work. Debbie will organise plants (Steve to transport on or about 20 August). Shovels needed.

[Website/Social media improvements needed for the future](#)

Add trustee profiles. Set up working group – Peter, Nikki, Natalia, Moragh.

[Winter Warmer date \(15th or 22nd December\)](#)

15 December 2019, 6 – 9pm. To include Choir, Belmont Chapel carol singers around Newtown.

[Current Grant Applications](#)

Rory doing £3,000 DCC Locality grant (via Su Aves) to cover CCTV and key system.

Discussion of Ward Grants. Also waiting for details of ECC money from Sport England for health and wellbeing.

[Next Meeting Date](#)

19 August 2019, 7:30pm (bring shovels!)

[AOB](#)

Replies to Moragh for skills analysis (about half received so far).

Meeting closed at 20:50.