

NCA Committee Meeting Minutes

19th August 2019, 7:30

Present: Peter Montgomery (chair), Moragh Mason, Rory McNeile, Dave Hunt, Doris Marcelo, Jackie Holdstock, Nikki Milican, James Leigh, Steve Palmer (secretary),

(non voting) Jayne Leaver, Su Aves

Apologies: Julia Crockett, Gareth Carey-Jones, Karolina Borkowska-Knight

Approval of Minutes

Minutes of the meeting of 31 July were approved.

Matters arising: James – need to remember that we are all volunteers, and discussion needs to be constructive.

Friends of Belmont Park

See material from Jo Evans circulated by Steve on 16/8 (and attached to the notice of the meeting)

Any further feedback? (Deadline is today)

Discussion of additional feedback – need for picnic benches (ECC had said they had one or two in store). Other issues already fed back by individuals – hedge by sensory garden, need for play equipment suitable for people with disabilities (e.g. basket swing). Need to ensure enough space for e.g. a fire engine to get through the new corner gate.

Trustee Skills & Interest Questionnaire

Report back (Moragh)

Wide range of skills, with hardly any duplication. What should we do with it? (original issue was to match people to outside organisations/consultation, but now looking at internal responsibilities.

Suggestion (James) that matrix should be circulated among Trustees for checking/update by mid-September. Agreed to keep internal to Trustees. Thanks to Moragh

Building Management Workstream

Report back from the subcommittee (James). See document (Hut Manager Job Description) circulated.

Explanation: aim of this document was to list all the tasks in summary, recognising that the bookings task will need much more work.

Maintenance heading – include Health & Safety in this heading (Su).

Discussion of treasurer role as a Trustee responsibility, but book-keeping tasks should be devolved. BM should not necessarily work on-site, as building is set up for remote management.

This is a process – feedback requested.

Need to cover budgeting and contracting in next subcommittee.

New Building

(Rory) Update – coming along. Hard deadline 21 Sept for official launch. Essential doors/floors to be finished for the Building Inspector on Wed 21 Aug. Then need fire safety inspection booked for 5 Sept. Finally food hygiene certificate (Sec Note: the requirement is to register the premises for inspection, but inspection will be at a date to be decided by the inspector when it is in use.) Still need to sort out waste management and cleaning equipment. Lyn (cleaner) is happy to make transition to new building. No contract in place yet for carpets for stairs and upstairs room (cost estimated at approximately £2K). Then need to compartmentalise storage cupboards. No window

blinds planned yet. After discussion of the problems of privacy for users, it was decided to put priority on blinds as a higher priority than carpets. Discussion of finance and outstanding liabilities.

Information on the planned GoodGym event Tuesday 20 Aug. Up to 75 runners coming – at 7pm for 30mins. Suggested 25 cleaning/dusting inside. Remainder outside gardening, sweeping, cleaning gutters, litter and stones picking. Need for materials and loan of tools. NCA volunteers to come at 6pm to set up, with tools.

Opening event

(Nikki) Update – new schedule. Timetable being set, with timings for groups to be adhered to. Sign-up sheets to be provided for people to express interest in groups providing the individual sessions. The timetable will go live on the website.

Spaces for activities – 3 rooms plus marquee. The Marquee to be Magic Carpet arts/craft.

Trustee availability on the day. Peter, Moragh, Rory, Dave, Doris, Nikki, (Julia?, Jo? unknown). (Steve, Jackie, James, Karolina, Gareth will probably not be available).

Jayne Leaver will participate.

Café volunteers - Elena will manage café, but needs volunteers to help.

VIP – Deputy Mayor (arrives 11:00, ribbon cutting 11:15, then tour of activities.)

Publicity – Nextdoor, Heavitree newsletter, Jaynes newsletter already arranged; Express&Echo to be done. Suggestion to contact local radio stations.

Ideas for new mugs, new cutlery.

Next Meeting Date

Monday 2 September 2019 (Sec Note 29/8: Chair not available, so postponed to Monday 16 Sept.)

AOB

Jayne - Halloween Party Friday 18 October – Agreed that this should be a joint NCA event with Mt Pleasant and Newtown. Help needed. Add to next agenda.

Meeting closed at 9:15