

## NCA Committee Meeting

16<sup>th</sup> September 2019, 7:30pm – 9.30pm

Present: Peter Montgomery, James Leigh, Doris Marcelo Sanchez, Rory McNeile, Jo Evans and Jayne Leaver, Julia Crockett

Apologies: Steve Palmer, Nikki Milican, Moragh Mason, Su Aves, Jackie Holdstock

Not in attendance: Dave Hunt,

**Agenda** – The group decided this meeting should focus on the opening event and building update, with another meeting scheduled shortly to deal with the other items

- 23<sup>rd</sup> September pencilled in for next meeting pending agreement from Nikki and Steve to confirm by Sunday 22<sup>nd</sup> September

### Approval of Minutes

- Approval postponed until the return of Steve and Nikki.

### New Building

- Peter confirmed that the building is now being used, with the Toy Library having had their birthday celebration in the hut the weekend before.

Rory gave a brief update on the building:

- Carpenter and painter in this week to finish off before opening event.
- Prioritise blinds and carpets – Rory managed to get the carpeting done quickly so made sense to go ahead with it.
- Rory is awaiting a quote for the blinds.
  - Julia suggests to use paper as an option until the blinds are in place.
  - Blinds expected within the next few weeks.
- One toilet still needs completion (handle/lock) and two hand-dryers to be replaced due to faults
- Discussion about bins – is the group decided not to put bins in the toilets for the time being, as there were no bins in the old hut toilets.
  - Jo's concern is that people might flush sanitary towels etc. down the toilet, but she's happy to play it by ear as there wasn't a problem in the old hut
  - Doris requested that less bleach be used when cleaning as it makes it unpleasant for users.
- Peter stated there will be a feedback period for comments on the hut around Xmas.
- Main bin to be moved across this week.
- Peter and Jo feel that blinds are not needed in the kitchen and could be negative regarding Environmental Health Regulations
  - Blinds in two ground floor rooms
  - Agreed by all present
- Julia raised issue about outside tap drain and the need for a cover/protection/grid as it has been filled with mud and stones

- Kids are also kicking the tap outside – suggestion that someone needs to speak to the parents
- Action – Steve might need to do a spot of welding to create a cover??
- Rory feels that education is the key.
- Julia will install a temporary fix to protect the drain from mud.
- Access is ongoing for users
  - System will be cloud-based at some point in the future
  - 30 fobs have been issued so far to regular users (was it as many as 30?) with some spare for occasional users.
  - Post box to go in the hallway for people to deposit their fobs (occasional users)
  - Software modification will come soon making the keypad is live.
  - Signs are up to tell people about the CCTV
  - No deposit on the fobs – would make it difficult for Treasurer and occasional users will soon not need fobs once the keypad system is activated.
  - Fobs are an interim measure until keypad is live. Fobs work when offline
- Keys are currently in internal doors but will be put away shortly.
- CCTV cupboard is in-place- Will record one week of history on the current memory card. Could buy a larger memory card if needed at a later date.
  - Information to local population that CCTV will last one week therefore any issues need to be reported immediately.
- Heating works but not setup on a timer.
  - Discussion about direct control
  - Suggestion is to keep them locked away and set up timing.
  - Investigate system to cut off completely at 11pm.
  - Something for the feedback
- Concern about wires in main room which are for the audio visual equipment (not live) and will be strapped up. Still in snagging-period of contract with these things being fed-back to contractors.
- Doris asked about a board for writing on that was in the old hut and can that be moved for her Spanish class.
  - Discussion held on whiteboard – suggestion made for NCA to buy one?
- Peter commented the need to move the piano
  - Bulgarian Dance Group has offered to help on Wednesday 18<sup>th</sup> and the group agreed to ask them about moving the piano and cleaning.
  - Discussion about how heavy it is and the little wheels on it will help when moved.
  - The piano will be located in the small room. Discussion about moving the piano and having a second piano in the large room.
    - Discussion about dry building affecting the piano tuning.
  - James suggested the possibility of having an electric piano which could be put away every time and will mean more space in the rooms.
    - A discussion then starts up about storage and if there is any space for Doris' things in downstairs cupboard.
- Rory has brought a key container to be secured in the upstairs office to house the internal keys.
- There are currently three keys for the office and suggestion made to limit access as the office should be locked because of CCTV. Suggestion that Building Manager should have a key, the secretary and Chair.

- Storage cupboards will be available for hire. Those using them will need to request access if someone is using the upstairs room.
- Leaves are starting to fall from the trees. Rory has investigated a mesh to prevent leaves getting trapped underneath the Solar PV and gutter guard. Need a roofer to fit the mesh.
  - Mr Gleam?? lives on the corner of Gordon Road and has offered a cleaning package for PV and windows.
  - Rory to get a price from Mr Gleam and others
    - Solar PV has a monitoring system and will tell us when they are under-performing.
- Peter asked about the water heater
  - Water heater switch feeding the kitchen sink is located inside the cupboard so we will need a sign so users can find it.
  - Wall-mounted Water Heater for drinks will heat up in two minutes and has an Eco setting.
  - There is a separate boiler for toilets and upstairs hot water.
  - Building Manager's task to switch off?
  - James suggested a timer switch to cut heaters off at 11pm
- Doris asked about being able to make hot drinks in the kitchen – yes you can use it as long as not hired out.
- Cleaner needs a cleaning cupboard like she had in the old hut.
  - The group agreed that her current box should be moved in to the hallway
  - Coat hooks to be mounted in each room, not the hallway.
- Peter put forward idea to have local art-work up in the hallway. Item for a future agenda.

### Building Opening Event: 11-3pm

- Catering and Peter onsite at 8am (café also)
  - General request for volunteers by 9am (Peter will be here from 8am)
- Jo asked about layout
  - Peter explained the general site plan (available on NCA webpage)
  - Jane to have a table as Community Builder with Jo and Friends of Belmont Park in main room (share) or outside.
  - Table in main room with Nikki – NCA Information Point
- Chairs and tables out on the grass – request has been put out to borrow from the Labour Party
- Jane Leaver Community Builder to contact St Matthew's and request tables and chairs
  - Peter needs to invite St Matthew's
- PVC Banner advertising the opening was cancelled due to the amount of single-use plastic
  - NCA banner can be put up on the day with extra message
  - Peter asked if anyone has capacity to take on the banner
    - Julia feels that we don't need a banner
    - Doris has put up posters around the park
    - Peter feels we need to move away from plastic
- Advertising on Facebook and Next Door, Radio Exe promoting on Saturday Morning. Will be in Express & Echo and in One Magazine.
- Need to put posters up
  - Doris will print a few more posters on A4

- Jane Leaver Community Builder to print A3
- Rory brought up need to coordinate Deputy Lord Mayor
- Need a ribbon!
  - Julia is going to buy ribbon and will get a refund. Julia to bring scissors.
  - Ribbon to go across the front door
  - No one to enter the building through the front door until it has been cut.
- Peter and Rory to do short speech
- Deputy Lord Mayor needs to be met.
- Peter explained that if you are taking photos you have to be an official photographer and the need to be very careful with GDPR
  - Some photos will be setup so that we know they can be used.
  - People will be told they can request themselves to be removed.
- 11am Roots Band outside the front; 11.15 for the speeches and ribbon cutting
  - Decision made, depending on the weather, for the Roots Band to play out the front with no-one in the building. Then the VIPs to be the first to enter with everyone else allowed in immediately afterwards so they can begin to enjoy their community building
  - Julia suggested that the doors to be shut so no one can enter the building.
  - Julia and Rory agree to meet and greet
- NCA banner to go above the door
  - Balloons are decided against due to Eco-credibility (single-use plastic)
- Discussion was then had about T-shirts sizing
- Jo to order and purchase t-shirts from her local supplier
  - Jo to get reimbursed for t-shirts
  - Jo to get two more XL
- Extra crockery to be purchased from Ikea.
  - Mugs are looking old
- Jo suggested getting the tables and chairs from St Matthew's on Friday night
  - Agreed a good idea and to be investigated by Jayne
- Discussion about chairs (for another meeting to be discussed)
  - Doris doesn't want to use plastic
  - Need stackable chairs
  - Rory suggested a trolley system
- Jo asked if there was a press release as Grow Magazine had requested one.
  - Peter to send Jo the press release.
  - Action Point - Jo to follow this up.
- Peter spoke about dual-purpose of opening event
  - Want to engage people about other ideas they might have
  - NCA Volunteers to be receptive to people suggesting ideas
  - Julia suggested having laptops available for use but there were security concerns
  - Peter suggested that there needs to be a script for Saturday due to not having confirmed procedures in place
    - We have no figure for storage charge
    - £12/main room, £10/upstairs, £7/small room, £3/kitchen
- One upstairs cupboard will be NCA only
- Peter - We need to stress that many things are still under consideration

- Jayne Leaver said Cali Hayes, Alright Mate Project, has contacted NCA about her booking which included an art installation in the corridor
- Someone else had also chased up a booking as they hadn't heard anything.
  - Peter to investigate this booking and check for any other bookings that might be lost in the system.

#### Friends of Belmont Park update by Jo

- Play equipment is going in this week and then more after the Opening Event
- There will be some money left over for benches and planting.
- Table Tennis tables hopefully will be moved by Saturday!
- Council providing materials to paint railings but no capacity. A group of Volunteers has been found to do this.
- Picnic benches like the solid one are being requested to add to the seating possibilities.
- Peter is speaking with Jane Knox who wants to contribute to something in the community. £1000 from the estate for something specific within the building
  - Suggest the carpet or blinds
- Jo wants to be creative in the future so that people can buy something in memorial for the park or building, e.g benches, furniture.

#### Final points

- Discussion about tightening up who is a trustee etc.
- Peter puts forward credit to Rory and Steve for all their hard work.
  - All at meeting agree

Meeting closed at 21.35