

NCA Committee Meeting

6th January 2020 at Newtown Community Centre

Welcome and apologies

Meeting opened at 07:45 pm.

Apologies: Nikki Milican, Moragh Mason.

Present: Peter Montgomery (chair), Jo Evans, James Leigh, Steve Palmer, Rory McNeile, Julia Crockett, Doris Marcelo Sanchez, Jackie Holdstock

Non-voting: Kerrie Seymour (Centre Manager), Su Aves, Jayne Leaver

Approval of Minutes – 18 November 2019

Matters arising:

- Thanks to Jayne for catering at the Winter Warmer, and to Julia, Su and James for decorating the large room.
- Fees and letting for Respect Festival has not been progressed yet. Discussion of NCA negotiating position and possible charges. Calculation – suggest a daily rate of 8 hours per day at £30 per hour = £240 per day. Suggest a discounted overall charge to Respect for Thursday midday to Monday midday. **Action** – Peter to look at figures for a typical weekend's income, then discuss Respect's discount with the Committee.
- Positive comments on the new playground equipment, thanks to Jo and the FOBP group. A roundabout is due to be installed near the site of the old hut.

Treasurer's Report

James – developing a role description for the Treasurer, and an operations manual. Matching income with banking to be covered later.

Summary – 1 Oct – 31 Dec. Outgoings £17,430, included Fifields retention and other building expenses and Codrington street project expenses. Income £9799.85. Hence running income approx. £2,121.30 over the quarter.

Need to sort out the payments for the solar panels. [Sec Note: the Smart Energy Guarantee scheme started on 1 January 2020; rates are fixed by the energy company and must be greater than zero.] Approx £300 credit still with EDFEnergy for the old hut.

New Building

- Report on issues. Entry codes. Regular groups are getting time-limited codes. Peter will set up a code for Trustees. Peter will set up a number for Wednesday morning Social Café.
- People not closing the doors. Both front doors and French windows being left unlocked. Aim to set up a rota for checking security at night.
- Rory – concentrating on demolition of old hut.
- Need to investigate acoustics. Could look at joint project with Magic Carpet for decorated cloth panels – possibility of getting grant. Possible community input from DaVinci, considering painting top-coat. Main rooms have been painted to final spec, but stairs only undercoat. Community Choir and other groups finding the acoustics difficult. Jayne to ask Dominic. Su suggests asking the Deaf School as they move for any surplus panels etc.
- Cleaning of the building. Needs to be cleaned at weekends. Also need users to notify the building manager (through the feedback procedure) when problems happen so those who have left it in a dirty state can be identified and informed. Need to extend the scope and amount of cleaning. Peter to meet Lyn, for discussion, especially to cover weekends; need to revise the contract scope and actions, recognising that more cleaning needs to be done. Oven cleaning needs to be done occasionally.

- We are generating too much rubbish. We are not doing recycling. Might need to look at a larger bin (or two of the current size). Need to consider as part of the outside bin store.
- Feedback procedure. When Kerrie is informed of a problem, it is logged with action taken. Kerrie has sorted out ordering housekeeping supplies.
- “Mr Gleam” cleaned the gutters.
- Water bottle fountain has not yet been turned on again.
- Bookings: Usage is increasing. Hallmaster software is now fully in action (Peter is due to hand over to Kerrie soon). Users of the building are users of the booking system, with userid being the email given. Users will be invited to set up a password so they can then set parameters for their bookings (including privacy settings and what information is publicly visible). Regular users are being asked if they want NCA to publicise their events. We need people to manage the website.
- Bookings phone – needs to be monitored on a full-time basis for emergency contact or another phone set up.
- The Google Maps entry is wrong – not sure how to get this changed.
- Removal of old hut (Demolition started 6 January for 6 weeks.)

Bookings management

Peter recommended that several people are trained to use the booking software. Rory suggested that other aspects of routine building control are included in the training. Training event in January for 3 / 4 people (volunteers and date to be fixed).

Discussion with Kerrie Seymour

Looked at the draft job description developed by Kerrie based on experience so far of the issues.

Policies

See Google Drive NCA Centre Manager Folder (link was in the Agenda notice).

Action: All trustees to read the draft Policies and feed back to Kerrie.

Trustees decision-making.

Discussion of how sub-committees should make decisions, and how those decisions are communicated. Decided that sub-committees should circulate minutes to all Trustees. Is there a requirement for Kerrie to attend all sub-committees? Not necessarily, but there needs to be clearer guidance about delegated authority for expenditure decisions. Questioned whether we need a Trustee to be responsible for internal communications.

Website / Social media / Newsletter / Other Promotion

Website subcommittee has not yet met.

AOB

Westbank have approached asking for a discount on their booking rate (following funding problems). They have also asked for free use of a storage cupboard. Decided that our rates are already low to encourage community involvement, so no discount is applicable.

Discussion of charging rates for storage cupboards. Decision that a whole cupboard is £10 per month, a box in a shared cupboard is £5 per hour. This policy is to be implemented with effect from 1 January 2020.

Next Meeting Date

Trustees: Monday 10 February at 6:30 pm

Date for open Forum (AGM probably late April after the annual report has been finalised).
Provisional date Saturday 29th February 09:30 – 11:30 (final decision and agenda items to be decided by email consultation).