

## NCA Committee Meeting

Monday 10<sup>th</sup> February 2020, 6:30pm at Newtown Community Centre

### Welcome and apologies

Present: Peter Montgomery, Jackie Holdstock, Doris Marcelo Sanchez (from 19:15 to 20:20) Rory McNeile, Nikki Milican, James Leigh, Jo Evans (to 20:55), Steve Palmer.  
(non-voting) Kerrie Seymour, Su Aves.

### Approval of Minutes – 6<sup>th</sup> January 2020

Corrected and accepted.

### Centre Manager and Policies (Kerrie Seymour to lead)

See Google Drive NCA Centre Manager Folder

<https://drive.google.com/drive/folders/0B4G5a8h5XncfM09tc0JwcmdkbEE>

Policies – not discussed in detail, decided to continue discussion by email.

Centre Manager role description and recruitment.

Report from Kerrie: Issues with bookings – heavy workload because of ad-hoc enquiries, even from regular users, and setting up use of Salto key system and Hallmaster. This is gradually being resolved, but bookings are taking several hours every day (2 hours per day should be achievable). Managing tables and chairs has also been difficult. Role is still developing because of the changing environment. Need to get reporting from the banking system on payments made. Need to either split bookings clerk role from Centre Manager, or increase time from 15 hours per week.

Agreed to ask Kerrie to redraft the Centre Manager job description.

Discussion of rates of pay, and whether the appointed person should be an employee or a contractor.

Action – Jo to seek advice. [*Sec note: Jo consulted ACAS and Gov.uk website. There are two options:*

- 1) *We advertise the job as a self-employed opportunity. ...*
- 2) *We take someone on as an employee on a lower salary and then pay them a pension and holiday pay. The pension, tax calculations and payslips could be done through a service company. ACAS also suggested we start with a fixed-term contract.]*

Policies need to be adopted by the Trustees, and then reviewed regularly.

“Marketing and social media” is too wide for the Centre Manager, but there is a role for the Centre Manager to develop use by additional groups.

Liaison with cleaner, including monitoring daily checks, faults and feedback reports.

PAT Testing being organised.

Centre Manager role is mainly administration.

Relationship management is important – especially as the number of one-off bookings is increasing, and some problems with e.g. unsupervised children and damage.

Trustees need to be aware of the range and quantity of user groups – need a summary bookings report (should be possible to get this from Hallmaster categories).

Discussions of managing finance, banking including refund of deposits – important that the Centre Manager has visibility, but not delegation to control payments.

Action – Sec to investigate access options on the Lloyds account.

Action – Circulation of a new job description to Trustees (James/Kerrie).

Need to plan advertisement of the vacancy.

Discussion of booking policy – amend to specify a maximum pre-booking period of 6 months. Pre-booking far in advance limits other opportunities, particularly at weekends.

### Trustees issues

Julia and Moragh have resigned. Peter and Doris have stated that they will stand down at the AGM.

Discussion of internal communications, especially delegation and reporting from sub-committees to the main committee. Currently have 2 subcommittees – Friends of Belmont Park; Website and social Media. Decided that future sub-groups should have clear remit, delegation for decisions and reporting back.

Discussion of trustee roles and recruiting trustees (by co-option or at AGM) with role description.

Action: agreed to hold email discussion of the Trustee roles (perhaps 7) and decide how to seek volunteers.

### Treasurer's Report

Income approximately £1K per month. £5K due to be paid for last stage of demolition. Need to get accounts figures to Bowhill Services by end of February. Problems with purchasing due to not having a payment card, means ordering needs to be by invoice and BACS. For larger items, not ideal to route through personal cards. Considered whether we should have a payment card – decided not. When ordering things, we need to make clear decisions about what is to be ordered. Treasurers task is time consuming, so need to find ways to work smarter.

### Newtown Community Centre

- Removal of old hut  
Hut removed, last week of contract. Contractors will erect Heras fencing for ECC Parks to protect the bare-soil area. Also asked to quote for bin store and heating cover. Discussion of water connection –  
Action – Rory to investigate fitting a water meter and check with Scrapstore.  
Action – Sec to obtain final meter reading and close EDF contract.
- Feed In Tariff – FIT is not possible. We should set up a contract under the Smart Export Guarantee. [ <https://www.ofgem.gov.uk/environmental-programmes/smart-export-guarantee-seg/generators> ] This does not need to be linked to the supply contract. Rory is investigating for the best deal.
- Respect Festival  
Email discussion, decided rate of £150 for the period, with damage extra plus advertising in programme as a sponsor. Action – Chair to inform Respect of agreed rate and the income we are foregoing as an in-kind sponsorship.

### Open Forum -

Decided not to hold an Open Forum on 29<sup>th</sup> February and aim for the next Members meeting to be the AGM, because there are no significant issues needing decision, and a lack of capacity to organise. Discussion of dates for the AGM, including finalising accounts for 2019.

Decided the AGM will be on 25<sup>th</sup> April, 10 – 12 (with booking to 2pm to allow for café etc) [*Booked on Hallmaster*]

Discussion of proposal from Devon Air Ambulance for a community landing site in Belmont Park. Action – Sec to continue discussions with DAAT.

Discussion of appeal for volunteers (see Trustee roles discussion above).

### Website / Social media / Newsletter / Other Promotion

Sub-group has not yet met. Appeal from Nikki to pass information of events and news for Facebook.

### Grant Applications, Consultations etc.

- Clifton Hill housing consultation – no discussion [12 & 15 Feb at Belmont Chapel]
- St Matts launch report – Jackie [Next meeting]
- Lighting in Belmont Park – Informed that Jayne held a consultation event for Park users.
- Community grant application – up to £5K pa for 3 years. Action – Sec to apply.

### Next Meeting Date

Monday 9 March 2020, 18:30 – 20:30

### AOB

None

## Comments on Draft Policies:

Hi Steve,

I've had a look at the draft policies. They all sound good to me. My only concern is that there are a few places where NCA Trustees are responsible (for example, ensuring the fire risk assessment is carried out annually, and the 'NCA Nominated Leads' for safeguarding). I think there is an urgency to make sure these nominated responsibilities are in place sooner rather than later, if they're not already. Apologies if I've missed any previous discussions in relation to this.

Best wishes,

Jo