

NCA Committee Meeting

Monday 9th March 2020, 6:45 – 8:00 pm at Newtown Community Centre

Welcome and apologies

Peter, James, Nikki, Jackie, Jo, Steve

Apologies: Rory, Jayne, Su, Richard, Matt

Approval of Minutes – 10th February and 25th February 2020

Approved

Treasurer's Report

Accounts for Jan and Feb circulated by email.

Discussion of deposit policy. Agreed that a deposit of £75 should be charged for all one-off bookings (but not for regular bookers).

Discussion of payments for cleaning and security, and contracts. James will formalise contracts (with help from trustees).

Inspection of accounts – organising with Bowhill Services as previous year.

Choir – new leader at £60 per session, applying for ward grant (Wendy to send text to Steve).

Steve applying for ECC Community Grant, £5K - match funding (count volunteer hours at £10 per hour).

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Newtown Community Centre

- Sound
- Removal of old hut – done, reseed grass.
- Smart Export Guarantee – no progress
- Respect Festival – only now planning to use as office from 7pm Thursday (9pm for large room) until Monday morning
- Booking Report – report from Kerrie

Centre Manager

<https://1drv.ms/w/s!AtX4WYblolwJg71KH7PGbPHzJX2gbQ?e=jbZiAt>

Finalise Job Description

Discussion – hours and rate, decided to keep at £15 per hour and 15 hours per week to get the right person.

Decide on advertisement, closing date, evaluation and interview process –

Applications to be sent to Secretary who will collate and send the contract description.

Advertisement – via Members list (steve), Community Builder newsletter (steve), website (Peter), Facebook (Nikki), Nextdoor (Nikki), Poster (Doris and Peter), FOBP (Jo), regular users (Kerrie), Exeter Community Initiatives (Steve/Jayne).

Jo will summarise the Job Description for the advertisement and email round.

Advertisement to be circulated on Wednesday 11 March. Closing date: Friday 27 March.

Requested information:

Contact details,

Please describe (in 500 words) what you or your organisation can bring to the post.

In addition, please list your previous experience.

You will need to supply two references if you are called for interview.

Evaluation:

Short-listing meeting Monday 30 March 18:30 – 20:00

Contact people on shortlist to arrange interviews. Interviews – Tuesday 7 April daytime (upstairs room booked 9:00 – 18:00).

Ask Jo and Rory to be part of panel. (Sec to confirm participants).

AGM - Saturday 25th April 09:30 – 11:30

Postpone to next meeting.

- Confirm date, publicity
- Agenda
- Appeal for volunteers.
- Other issues - Devon Air Ambulance community landing site, lighting in Belmont Park?

Trustee issues

Doris to introduce discussion on Trustee policy and training.

1. Proposal: Trustees suggest that current and future Trustees undertake a course on equality, diversity and inclusion (or show evidence of a recent suitable course). Seconded Steve. Carried.

Other Trustee training should be suggested.

2. Chatty Café proposal. Principle seems interesting, but needs more work to produce a detailed proposal, especially ensuring sustainability and volunteers. Note that the overlap with the Social Café needs to be investigated. It would be good to expand the Social Café to weekly.

Website / Social media / Newsletter / Other Promotion

Postponed

Grant Applications, Consultations etc.

- Community grant application (see above under Treasurer report).

Next Meeting Date

Monday 30 March

AOB

None

Meeting closed at 21:20

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