

NCA Committee Meeting

Monday 4th May 2020, 7:30 – 9:00 pm by Zoom

Welcome and apologies

Present: Peter Montgomery, Steve Palmer, Jo Evans, Rory McNeile, Jackie Holdstock, James Leigh (partial due to connection problems)

Apologies: Doris Marcelo Sanchez, Nikki Milican,

Approval of Minutes – 9th March 2020

Approved

Treasurer's Report

Discussion of the £10K grant received. Noted that this is not tied to any specific activities or purpose. Discussion of other grants, including potential for grants up to £1,000 for community action connected to Covid19; information has been provided to several groups, but no identified need yet.

Centre Manager – recruitment, timing etc.

Current situation – a shortlist of 6 has been selected, and all candidates informed of the result. Discussion of timing for interviews and start date, related to the current lockdown situation and possible timings for reopening.

Kerrie has a contract until mid-May at 15 hours per week.

Rory and Jackie strongly suggested the interviews should be face-to-face when possible, but this implies that it would be when the lockdown starts to ease sufficiently.

Discussion of Kerrie's work, and whether the 15 hours per week is justified. General feeling is that work on processes etc are proceeding well, and 15 hours is still reasonable.

Proposal: Invite Kerrie to continue for another 3 months – Carried. Steve to forward original letter, and Peter will edit and send on. (Action Steve, Peter)

Proposal on shortlist – write to all to say recruitment will be postponed for 2 months, and we will then contact again with more details. Carried (Action Steve)

Newtown Community Centre

- Cleaner and Security hours

- Discussion of hours for Lyn and Paula – generally there is work to be done, but not fully required. Paula is currently doing decorating. The window-cills have been top-coated, and that is satisfactory. Some of the doors have been painted, but quality not right. Need washable paint finish in the toilets and lobby. Aim is that both should continue to visit making 10 times per week. Kerrie should check. Paula should be issued with a fob for normal entry, and keep the key for emergencies (Action Kerrie/Peter).

Decided to keep on paying Lyn at 5 hours per week, but with less cleaning and more checking.

Decided to keep on paying Paula at 5 hours per week, to arrange so the building is visited at least once each day.

- Maintenance, decorating etc.

- Decided to employ a painter for the toilets. Rory authorised to find painters and get quotes. Rory to send email with details of what is needed (Peter and Jo have potential contacts)

- Smart Export Guarantee – Rory investigating – possibly up to 5p per unit, but best deal would require both supply and SEG with the same company, but we have a fixed-term contract with British Gas. Rory to continue to investigate.

- Feedback and other issues - none

Policy documents

See:

https://drive.google.com/drive/folders/0B4G5a8h5XncfM09tc0JwcmdkbEE?usp=sharing_eil&ts=5ea96ece

No discussion, postpone to next meeting. Trustees to feed back items to Kerrie.

Trustee roles

Full discussion at the next meeting. Nikki has some input on Trustee roles, not yet received. Kerrie has done some documenting of Trustee roles as well as part of the policy documents. (Sec note - Moragh had produced some ideas too.)

Trustees need desirable attributes. Also need to find people to take on specified responsibilities. New Trustees may be co-opted at any time by the existing Trustees; they then need to stand for election at the next AGM.

AGM preparation

Postponed

AOB

None

Next Meeting Date

Monday 18th May 7:30pm by Zoom.