

NCA Committee Meeting

Monday 18th May 2020, 7:30 – 9:00 pm by Zoom

Welcome and apologies

Peter, Rory, Steve, Jo, Nikki, James, Jackie, Doris

Approval of Minutes – 4th May 2020

Approved

Treasurer's Report

Report: almost all booking funds have been returned. Some payments still coming in, including from Doris for Spanish and Pilates – these are payments for March. Question about routine production of invoices, but this is now enabled. James will check on issue of invoices for January to March.

Tidying of accounts. Discussion of fees and work involved in inspection of the accounts. E.g. invoices submitted for reimbursement should have name/signature to enable tracking.

Current balance £29,120.09 so NCA cash-rich. Discussion of reserves – usual advice is to aim at 2 months of operating revenue; we need to avoid having too much cash which would require stricter audit and more costs. Operating costs approximate £1,500 per month. Rory - £10K is from grant, plus there are expected costs coming. Peter – we could invest in e.g. AV equipment. Doris – we could purchase a music PRS license to cover all users. Agreed that we should investigate advice (including OSCR) and draft a programme to show future investment plans.

Carpenter has been paid.

Trustees report needed asap for completion of the financial report. (Action Steve to draft and circulate for comment).

Newtown Community Centre

- Maintenance, decorating etc.
 - Rory – extra shutters installed on kitchen hatches, kickplates fitted and door carpentry finished.
 - Three quotes and dates requested from painters – approx. £1000.
 - Rory will follow up with the sound-proofing company.
 - Frame for enclosing air-con units and bin area – quote of approx. £1,000 received from existing supplier. Will request a sketch. In timber and use of cedar planks.
 - Discussion of notice boards.
 - Internal plaque with sponsors etc needs to be organised.
 - Quote for tiling, could start next week £950 (or £450 minimal) – further quotes to be obtained. Agreed that the full area over the worktop needs to be tiled.
 - No quotes yet from carpet fitters for waterproof tiles or flooring in cupboards. (Jo will pass on details of another possible fitter). Agreed that the cupboards should be fitted with lino to protect the floor.
 - Wannells will send electrician to show us how to reset the dimmable lights and fix the broken socket box.
 - Kerrie to be given the key currently with carpenter.
- Smart Export Guarantee
 - Agreed to contract with Octopus (for environmental reasons)

Policy documents

See:

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

Jackie and Jo have passed comments to Kerrie. Rory – volunteering policy does not seem to recognise the role of Trustees as volunteers. Social media policy seems to drift outside the remit. Agreed to postpone discussion to a special meeting, but this work must be prioritised. (Action – all to read and pass comments to Kerrie.)

Trustee roles

Consideration of the Roles document prepared by Nikki with help from James.

Discussion of the role of Chair. Potential for other ways to organise, including possible co-chairing. Agreed to join the Association of Chairs <https://www.associationofchairs.org.uk/> (£50 per year) to gain access to train resources. (Action – Peter).

Potential to combine the Event Organisation and NCA Activities Liaison roles. Also of Community Liaison and Business Management. Need to add an ambition to expand the range of NCA activities. Need to strengthen the role of the Business Management Trustee in grant applications.

Discussion of how to advertise roles and recruit potential people. Agreed that Nikki will put Chair role on social media, to try to get a new Trustee in place soon. Discussion of whether to include Treasurer at the same time, but decided to do that after the Chair role.

Discussion of embedding environmental policy, but this is better dealt with in the policies.

Nikki will revise – all to feed back further comments by 24 May.

AGM preparation

Action - Steve to check Charity Commission advice on holding the AGM. Constitution says this needs to be within 15 months of 11 May 2019 (assuming a Saturday, this would be 8 August). Also AGM needs to approve the annual financial report before posting to Charity Commission.

AOB

Discussion of possibility of reopening, and process; we need to follow ECC advice.

Next Meeting Date

Monday 1 June 2020 at 7:30