

NCA Committee Meeting

Monday 20th July 2020, 7:30 – 9:00 pm by Zoom

Welcome and apologies

Peter Montgomery (chair), Rory McNeile, Jackie Holdstock, James Leigh, Doris Marcelo, Steve Palmer

Non-voting: Su Aves

Apologies: Jo Evans

Approval of Minutes – 29th June 2020

Accepted.

Matters arising:

Nikki has resigned as a Trustee, as of 3 July 2020

Action “circulate all regular users, update to website and Facebook”, regular users have not yet been contacted – see below under Covid-secure reopening of Community Centre.

Treasurer’s Report

June cashflow circulated – see below. Draft of auditor’s report has been received and is being checked.

(Doris) Question about the staff costs following lockdown, and that we had agreed to review after expenditure of £4,000. This was reviewed at the last meeting, and Kerrie has reduced her hours.

Centre Manager recruitment

Rory: Interviews were conducted last week. The interview panel was Rory, Jackie and Steve. There were three outstanding candidates. The idea of a job-share was floated subsequent to the interviews. At that point one of the candidates decided that less than the full 15 hours is not acceptable, and withdrew. That left two candidates, Kerrie Seymour and William Paley who both wish to proceed as a job-share.

Proposal 1: The NCA Trustees decide that the Centre Manager role should be implemented through a job-share arrangement with two people selected by the sub-committee, Kerrie Seymour and William Paley, contracted for 10 hours and 5 hours respectively per week at £15 per hour for an initial period of 3 months, with a review and possible extension for a further year.

Proposed Steve, seconded Jackie – Agreed, unanimous

Discussion of the affordability of the additional hours for the extra work of finance operations etc, and how this would work.

Proposal 2: The NCA Trustees decide that there should be additional duties for finance operations (under the supervision of the Committee Treasurer) as well as overseeing grant applications and other administrative tasks. This should be offered to William Paley as further paid time within a maximum of 5 hours per week, but implementation of this would depend on a decision by the Trustees on affordability once the Centre is open.

Proposed, Steve, seconded Peter – Agreed, unanimous.

ACTION: Secretary to prepare (with agreement of the sub-committee) and send a letter to both Kerrie and William informing them of the decisions.

Covid-secure reopening of Community Centre

ACTION: Doris to pass to Kerrie copies of information/questionnaires received from other halls

ACTION: Peter to request Kerrie to prepare plans for how the reopening would work, and processes for hirers.

The plan should be approved by Trustees at their next meeting. Then contact regular users with this plan to explore their plans and appetite for restarting groups.

Newtown Community Centre

- Maintenance, decorating etc. – waiting for dates for installation of sound panels
- Smart Export Guarantee – SMEGS2 meter still awaited, engineers are not doing this work yet.

Advertisement for Chair and other Trustees

Peter had contacted Ian, he is away but may return to Exeter, and be interested then.

Policy documents

See:

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

Postponed to next meeting.

AGM preparation

Postponed to next meeting – top of the agenda.

AOB

Peter will finish as Chair at the end of August.

Next Meeting Date

Monday 3 August 2020, 7:30 pm by Zoom.

01-06-20 to 30-06-20

		Money going out		Money coming in
Promotional	Doris Marcelo (mince pies)	15.16	Woodcraft Debt	1038
Business Costs	PPL PRS Ltd	480		
	Exeter CC	378.3		
Building costs	R & D McNeile (Keys)	13.2		
	Sean McGill (tiling)	300		
	Chris (painting)	644		
Refunds				
Staff	Mrs L Knapp	216.17		
	P Wilson (security)	200		
	K Seymour (9 weeks)	2025		
		4271.83		1038