

## NCA Committee Meeting

Monday 3<sup>rd</sup> August 2020, 7:30 – 9:00 pm by Zoom

### Welcome and apologies

Peter Montgomery (chair), James Leigh, Jackie Holdstock, Steve Palmer, Rory McNeile, (Doris Marcelo 19:30 – 19:35 – submitted resignation as Trustee)

(non-voting) Richard Branston, Su Aves from 20:25.

### Approval of Minutes – 20<sup>th</sup> July 2020

Approved

### Treasurer's Report

Circulated report. Discussion of discount on Guardian Security annual fee for period of non-operation of the door system.

Annual report for 2019 – final draft – James will circulate for final checks.

### AGM preparation

Discussion about whether and how to hold an AGM. Agreed this should not be in person, but if necessary by Zoom. Date of possible Zoom meeting to be at least 14 days after notice circulated – need to check with Jayne on the next Newsletter date. (Sec note: Jayne is on leave until 10 Aug.) Decided – We will not hold a face to face AGM. We will put out information out via Facebook, website and Jayne's newsletter (Sec addition: also by email to the Members list), including the Annual Report, and invite people to indicate if an AGM should be held (quorum is 20 people). The notice should also state that NCA needs people to volunteer as Trustees.

Provisional date: Monday 14 Sept 7:30 pm by Zoom, but final date (if required) to be fixed.

If people volunteer as Trustees, Sec will send them the Roles description and ask for a short CV and which role activities they would take on.

ACTION: Steve to write text of notice to be circulated, and send to Trustees for approval.

### Covid-secure reopening of Community Centre

Doris had said that groups should not be expected to clean before their session, but agreed that this is not realistic, because each group has their own responsibility for their own risk analysis, which would include ensuring chairs, tables, doors are sufficiently clean before the start.

Bookings should automatically include a 15-minute setup and clear down period which is not charged for.

Richard – ECC are satisfied that we make our own decisions compliant with regulations. ECC consider that kitchen is only big enough for one person at a time. Toilet use needs to be organised. Peter – should we get approval from ECC? – Richard, not necessary provided our rules meet relevant guidance. We should aim

ACTION: Kerry to circulate report on demand from survey and reopening protocols.

Discussion on proposed events wishing to use the veranda – Flutecake busking event and seed exchange. Peter to reply about having a COVID plan and approval by ECC

### Newtown Community Centre

- Maintenance, decorating etc. – Electrician coming on 4 Aug. Kerry is liaising with sound absorption panel company, to fix date within 2 weeks. Western Power have now sent final details to EDF about the old hut meter removal.

- Smart Export Guarantee - NTR

### Advertisement for Chair and other Trustees

Su will contact a possible volunteer to consider joining the Trustees.

ACTION: Steve to send Su the list of Trustee roles.

### Policy documents

See:

[https://drive.google.com/drive/folders/0B4G5a8h5XncfM09tc0JwcmdkbEE?usp=sharing\\_eil&ts=5ea96ece](https://drive.google.com/drive/folders/0B4G5a8h5XncfM09tc0JwcmdkbEE?usp=sharing_eil&ts=5ea96ece)

Postponed.

### AOB

ACTION: Sec to write letters to Kerry and Will to be sent asap, start date 3 August.

Richard – Clifton Hill Exeter City Living grant for community purposes. Currently open for consultation until 13 August. Steve to find link and send to Peter and Nikki for posting on Facebook. Jackie will represent NCA at an ECL meeting on 21 August. Contact between Richard and ECL raised possibility that the grant might be split.

### Next Meeting Date

Monday 17 August 2020