

NCA Committee Meeting

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

Welcome and apologies

Jackie Holdstock (chair), Rory McNeile, James Leigh, Steve Palmer,
(non voting) Kerrie Seymour, Will Paley, Jayne Leaver

Approval of Minutes – 17th August 2020

Corrected

Treasurer's Report

Annual Report and accounts completed.

ACTION James - Peter to be removed from account signatories, Jackie to be added.

James said that NCA sponsored activity, and especially cash handling caused problems in doing the accounts, so he wanted clarity on how the money for these is managed. Proposal – all NCA Activities should have a group leader as primary point of contact (agreed). Emphasised that all NCA activities should be self-sustaining financially in the long term, but could be subsidised for agreed periods. This would include grant funding. With the restrictions on numbers some activities (especially Choir and Roots Band) would struggle to cover their costs by subscription. Discussion of obtaining a chip and pin card reader. Agreed that this would be useful. ACTION Will and James will look into options, and report back.

AGM preparation -Monday 21 Sept 7:30 – 8:30 pm

Monday 21 Sept 7:30 – 8:30 by Zoom. Steve to do PPT on the annual report, and James to do the accounts. Decided that questions during the reports will be gathered by chat. Rory will chair. Jayne has shared the invitation on Facebook. Decided to have a run-through beforehand. Kerrie will send to regular hirers.

Recruitment for Chair and other Trustees

Discussion of voting for Trustees at the AGM – not necessary, as more than 1/3 have resigned and not standing again, so the current 4 Trustees can continue. If suitable volunteers come forward, they can be co-opted.

Website additions

Need to revise the booking page and booking form. Will now has access to edit the website, and will investigate with Kerrie on developing an online form.

Covid-secure reopening of Community Centre

Kerrie - PPE grant received, items ordered, hand sanitisers fitted. Sanitary waste bins arriving soon. Cleaning stations being set up. Rory has arranged for information leaflets to be prepared. Issue that many hirers do not seem to have thought about or prepared risk assessments. Rory suggested that Paula does some checking (agreed). Kerrie and Will can monitor CCTV, so can check on numbers, and will do occasional spot checks. Discussion of queries about social bubbles, but we need to be strict on numbers of people and not bubbles. Useful information from discussion with other Community Centres. Fuses to be removed from the hand-dryers. Discussion of whether Lyn and Paula are OK with their roles – Kerrie has spoken to both, and will pass a weekly list of hirers to Lyn. Thanks to Kerrie and Will.

Newtown Community Centre

- Maintenance, decorating etc. – Faulty lamp to be replaced 8 Sept. by electricians. Rory will get them to remove the dryer fuses.
- Cladding – contact made with Fifield who will check.
- One of the solar panels is down. Four Seasons to check.
- Need to replace the carpet upstairs by the mini-kitchen.
- Discussion of leaves in the gutters and under PV panels.
- Kerrie – Salto system seems to be offline again. Noted that other systems seem to be showing intermittent problems, so may be an issue with the 4G router. ACTION: Steve to organise a new unlimited SIM for the 4G.
- Smart Export Guarantee – dealing with British Gas is painful. The SMETS1 meter currently fitted means we are locked into British Gas until the end of the contract. British Gas have been asked to fit a SMETS2 meter, but no progress.

AOB

1. Steve - EDF account closure on the old hut nearing completion.

2. Kerrie – how long should we hold booking slots for, until we let the slots to others? Slow response from Woodcraft Folk and some other groups. Jackie suggests half-term, which is October. Suggestion that Su may be able to help. Steve reported that we have applied for a Sport England grant majoring on Qigong.

3. James – what are NCA activities? Rory – this was discussed at length about 3 years ago. Discussion of the principles. In summary, NCA Activities should support the aims of NCA; be organised by volunteers who wish the NCA to provide the umbrella organisation; any grant funding should be organised through the NCA; subscription or donation money should be paid into the NCA account and costs should be paid out against invoices or receipts. Each NCA Activity should have one or more responsible leader(s) who is/are a Member of NCA

4. Jayne – will forward the AGM notice to her email list. ACTION Steve to prepare a poster and send to Jayne for printing/posting.

Next Meeting Date

AGM 21 Sept 7:30 – 8:30 by Zoom

Next Trustees meeting 12 October 2020, 7:30 by Zoom.