

## NCA Committee Meeting

Monday, 9<sup>th</sup> November 2020, 7:30 – 9:00 pm by Zoom

### Welcome and apologies

James Leigh, Jackie Holdstock (Chair), Steve Palmer, Rory McNeile  
(non-voting) Kerrie Seymour, Will Paley, Jayne Leaver, Richard Branston, Kev Winser

### Approval of Minutes – 12<sup>th</sup> October 2020

Approved.

### Treasurer's Report

Circulated by James. September – money coming was OK, sound-proofing webt out, October income included a £1000 grant. Lettings income was reasonable. Unlikely to get any Christmas party income, so need to prepare for January and increase bookings.

ACTION Steve – download British Gas bills rom the online account and send to James/Rory.

### Newtown Community Centre

Kerrie – fire extinguishers check – Ian who does PAT test will also do extinguisher check for less than the previous company. Setting up monthly fire alarm checks. Appointments with two carpet companies to quote for flooring in loft room mini-kitchen and cupboards. Will and Kerrie will dispose of the excess paint. Guttering – Will and Kerrie will clear the gutters. Will will try to source gutter ends. PIR lights keep getting switched off, look into changing switches.  
ACTION Rory to enable Kerrie and Will to get the heating control app.

### Lockdown 2 issues

(Kerrie) Closure was not difficult, most people were expecting. Negative - loss of income. Positive – we have kept the building working without any outbreaks or incidents; users are respecting the protocols. Some interest from new users and old booking returning. Some interest for the new year. New users – martial arts group, yoga, mediation society, PhD study group, wind quintet (branched from Roots Band), new swing dance group, knitting group. Most seem to be local (Martial Arts used to be in Clifton Hill Sports Centre, and want to come back to area).

### Revenue generation, grants etc.

DCC COVID fund relaunched, with aim for well-being and mental health, grants £300 - £700. We can apply under promoting well-being.

Will – analysis of income during Sept/Oct, approx. £900 per month. Nov/Dec will be much less, after lockdown, and then go into Christmas closure. One new booking, science educators, who can use Centre during lockdown.

Kerrie looking at other grants, and wants to develop relationships.

Richard – Ward grants (up to £500) are now operating again. Discussion of scope. Could include carpeting. Swing band application in discussion.

Steve – should we sign up to Amazon Smile? (Jayne) ECI get this, she will check if it is beneficial and feed back. Implication is that we would ask members to add NCA to their profile.

### Phone contracts

Will has investigated for two phones plus unlimited data SIM for less than current phone contracts. ACTION Will to set up contract. Steve to cease EE data contract when new one working.

### Website, social media

Currently website and Facebook. Kev is interested. Nikki has tried to hand over current page to Kerrie, but failed because original account was linked to a personal account, now lost. Options and to continue with Nikki as intermediary, or shut down current Facebook account and set up a new page, with a password and perhaps a specific email account.

ACTION Rory will check with James Cotter if he set up the Facebook account and can hand it over.

Discussion of how the Facebook page should be used, with linkage to pages for user groups.

Twitter account is dormant – also probably set up by James Cotter. We don't have a presence on Instagram. James – we need to use this time to set up for reopening in January onward.

### Recruitment for Chair and other Trustees

Kev is willing to become a Trustee and take on social media aspects (thanks)

Emily McIvor confirmed that she is not able to volunteer.

Contact between Rory and Exeter Connect about gathering Trustees. The need has been circulated through ECI and Jayne's newsletter.

Discussion of the role of Chair – now we have an active management team, we no longer need an active Chairperson as representative. Decided that we should continue as we are.

ACTION Steve – to monitor the [chair@newtowncommunity.org.uk](mailto:chair@newtowncommunity.org.uk) email box.

### AOB

Richard – planning applications. Ambulance station site coming up on Monday. Clifton Hill site coming up in December/January.

Barnfield Theatre applied to the Art/culture grant fund this was granted at the last minute, so Barnfield will continue.

Rory – notice from University that a track & trace centre will be set up at St Lukes for the city (in addition to the existing one for students), booking on-line required.

### Next Meeting Date

Monday 14<sup>th</sup> December 2020 at 7:30pm