

## NCA Committee meeting

Monday 14 December 2020 7:30pm by Zoom

### Present:

Rory McNeile, James Leigh, Jackie Holdstock, Steve Palmer, Kev Winsler, Kerrie Seymour, Will Paley.

Apologies: Matt Vizard

Minutes of meeting 9 November 2020 approved.

Matters arising: None

### Treasurers Report

Circulated

Additional people being approved with Lloyds – in progress

### Centre Manager report.

Guides and Brownies have taken up bookings and seem regular. A world Music choir have started. Most regular customers have taken a break over Christmas, but have been requested to make bookings for the New Year early.

Asked for people not to pay large amounts in advance for bookings, because the work of calculating changes and refunds is significant.

Now only accepting bookings by half-hour chunks rather than quarter-hour.

Banner outside says open for bookings.

Discussion: We are getting approx. 25 hours per week, with new bookings coming in. Split of large/small room approx 60/40% or even 70/30% There has been a new enquiry from a playgroup.

Covid-secure status – government advice is that it is down to centres and groups to maintain. Most groups are using the system. There is one group which has implemented a different entry/exit, but adequate. Kerry has monitored using the CCTV, and most groups are working well, including cleaning. Need to check buckets and mops.

Possible tier changes this week.

Lyn and Paula have been good, but might need a review of cleaning materials, especially because the one-way system means there is more mud coming in the verandah doors.

### Verandah incident

Report from Kerrie. Brownies - Paula, Kerrie and Will have been present during later meetings. Paula has reminded teenagers outside that there is CCTV.

Kerrie has updated Safeguarding Policy – Kerrie will circulate to Trustees.

Discussion of retention of CCTV – CCTV system overwrites after two weeks; need to check (with Nic Unsworth?) on the legality of retaining CCTV in advance of a police request.

Verandah lights: currently, Paula is turning on at night (if not already on), and Lyn turns off in the morning. Discussion of possible use of PIR lighting versus leaving on or off. Noted that we have not so far had problems with damage. Will put up additional CCTV warning notices.

### Maintenance update:

Flooring damage – downstairs caused by the floor trolley. Considering a ward grant for additional trolley and tables.

Flooring upstairs being fitted on Monday £154.00 – Goliath Grego white – for flooring under sink.

Acknowledgement board – Quote from a local company for A1, aluminium composite 3mm (or 5mm foam composite). For £40 extra, the company will design/proof. Kerrie to circulate the design before finalising. Approved.

### Communications, website, social media.

Kerrie, Will and Kev have taken back control. Kerrie is encouraging users to contribute and celebrate what we are achieving. Regularly posting is resulting in improved engagement. Another splash in the New Year.

Twitter account has been dormant since 2017, still no idea who has control.

Discussion of starting a new one.

Will will post the rainbow photo on the website.

### AOB

Mobile and internet contracts. Will has made contact with 3, who had sent SIMs but not received. 3 will re-issue SIMs (delivery Wednesday) and credit amount already charged.

Postal addresses. Post Office are now delivering to the Centre postbox.

ACTION Steve to check addresses for insurance, Green my Business, Electricity.etc.

Heating: Will needs to get control

ACTION Steve to send wifi passwords etc to Will.

**Date of next meeting:** Monday 25 January 2021.

(Kerrie, Will and Kev leave)

### Trustee discussion

Review of forecast: Currently booking about 25 hours per week, so £200 - £300 per week, or approx. £1000 per month. Outgoings are consistent at £1500 per month.

Will aim to produce the annual report early in the year. Discussion of whether to use Martin for inspection. James will produce a preliminary report.

Decision now is to continue as at present, and not make cost savings.

Grants: a £500 Covid follow-up application is in progress. A ward grant for table and trolley is being considered. Information received from Su Aves on grants.

Discussion of small seasonal gifts – agreed.

Agreed to coopt Kev as Trustee ACTION Steve to organise documents.

Energy: Rory will check the British Gas account.