

NCA Committee Meeting

Monday, 26th April 2021, 7:30 – 9:00 pm by Zoom

Welcome and apologies

Trustees - Rory McNeile (chair), Jackie Holdstock , James Leigh, Kev Winser, Steve Palmer

(non-voting) Kerrie Seymour, Matt Vizard, William Paley, Jayne Leaver, Richard Branston (from 8:30)

Apologies: Su Aves

Approval of Minutes – 15th March 2021

Approved (Rory proposed, James seconded).

Matters arising: Kev has discussed the café idea briefly with Dave (Sidwell Centre), but not yet set up a meeting. Dave may be leaving.

Newsletter (Kerrie) – link to Jayne’s newsletter added to website. Meeting Jayne/Kerrie not yet set up.

Ideas to be passed to Jayne about liaison with University Community wardens. Jayne - University office will send information and link to Community Builders, Jayne will act as point of contact. James – suggestion for a market at end of term/year for students to dispose of unwanted items.

Treasurer’s Report

James. Records for 2020 going to Martin at end of month. ACTION: Information needed includes grants (Steve), Salto logging (Kerrie). Post-meeting note ACTION Steve to update website Committee page with recent minutes.

Jackie is in the process of gaining Lloyds internet banking access, but does not yet have access. Kerrie and Will – need signatures countersigned for Lloyds (Rory and James to organise).

Newtown Community Centre – Manager’s report

Report circulated – see Annex below. Discussion:

James – how does Joe (Qigong) organise payment and invoicing? He has been collecting cash and then paying into the account in person. Kerrie will draft a proforma for Joe with a register of people attending and money banked. Kerrie will then reconcile with the bank statement sent monthly.

Social café – Kerrie will do this as part of her working time. Need to make sure the time is kept under control.

Kev – an observation, there is a demand for food in the park. A food van stopped at the Clifton Hill entrance on Saturday.

New email for Kerrie and bookings now set up and working.

Google Business – do we have access? Not known. Shows as closed, with wrong postcode/location. (Sec Note – there is a Google link for “claim this business” which automatically links to a Google account.)

Thanks to Kerrie for engaging with groups restarting. Discussion of kitchen use. Social Café will use the kitchen. Probably OK if only one group is using in the day. Need to finish the Environmental Health kitchen use document (ACTION Steve to check drafting in pencil then pass to Kerrie for

further work.). Tea-towels and washing up rules to be revised with Lyn. For future bookings, consider additional sum for kitchen cleaning.

Shumba Drumming, discussion of potential noise issues.

Maintenance – chair storage in place, needs coat of varnish. New tables in store in large room.

Gardening – (Some was done by Debbie Thomas from Community pre-school) Ideas for future community involvement. Kerrie to contact Debbie Thomas. Also possibly Johanna Korndorfer (organised plant swop).

Fencing round air pumps. We had a quote from Kes MacGee, but not proceeded with. ACTION: Follow up for further ideas, and quotes. Kerrie to ask Glen.

Lyn and Paula have done a good job of keeping the building clean, but repeated problems with windows being smeared. Issue with children using the verandah posts as football goal. Could ask Justin Dart to quote for window cleaning.

NCA Activities – document

Document circulated by James. Acceptance proposed James, seconded Steve, unanimous.

ACTION Rory to pass to existing NCA Activity coordinators. Consider summary to be put on the website.

Roots band are preparing a Locality grant submission (Steve to submit, for attn Matt Vizard).

Exeter Jazz Band – proposal for adoption as a NCA Activity

Proposal circulated by William. Discussion. Questions – does it support Newtown community development? Yes. Is it likely to be sustainable? Probable. Over what period is initial support needed? ACTION: Will to prepare finance outline and circulate. Trustees will make decision by email to meet proposed start date of 17 May.

Social Café

Jayne has made contact with people who have come in the past, and there is enthusiasm. The afternoon slot works well. Jayne and Kerrie are working on getting it started.

Revenue generation, grants etc.

Steve – explanation of Covid grants.

Thanks to City Councillors for support. Richard - Amount of locality grants is now £500, the new FY round starts 7 May.

Website, social media etc.

Notice boards. Kerry asked about the black metal board and the oak board – need tidying up. Steve has keys for the lockable board in the office, some discussion of where this could be installed.

AOB

Richard – spoke to Su Aves. Picked up feedback requesting more benches in the park, especially near the Belmont Road entrance. ACTION Kev to follow up with Parks (Cat Chambers) on what plans they have. Also ask about Gordon Road gate which is still padlocked.

Matt – public consultation on Newtown Streets <https://placebuilder.io/exeterstreets/newtown> - needs more publicity. ACTION Kev to put on Facebook, Will to put on website.

Next Meeting Date

Monday 7 June 2021, 7:30 pm by Zoom

Annex – Managers’ Report

Managers’ Report 23.4.2021

Customers

under the current restrictions some groups are now back using the building including Bulgarian school, Ali’s violin lessons, Monkey Music and Jumping beans. Some new customers have also started including Baby Yoga, and LAMDA drama school. As restrictions ease again In May our groups to return include Samatha meditation, Tap, Swing Dance, Roots Band, Bulgarian Dance and Capoeira. New activities are also set to start in May including Pilates, pottery and possibly Shumba drumming.

NCA Activities

Roots Band - Roots members will pay into the NCA account once the band recommences. I will continue to record these payments into the spreadsheet on a monthly basis which Ali will now monitor and use to create her report to Treasurer alongside her invoice.

Qigong - Joe will continue to collect fees and submit a report and invoice directly to the Treasurer as he has done previously.

Social Café – I have agreed to source refreshments, set up to the room and be there to support the cafe. Su and Jane will continue to be responsible for contacting people and running the session. The café will run on the 3rd Friday of the month 2-3pm. Our first Café will be 21st May.

Phones/Internet/Email/website

I will now be using manager@newtowncommunity.org.uk

bookings will now go to Bookings@newtowncommunity.org.uk

I have contacted all customers and informed them that we will now be moving over to the [bookings@newtowncommunity](mailto:bookings@newtowncommunity.org.uk) email. I have placed an out of office on the Gmail account with a message directing folk to the new email. I will of course continue to monitor this for a while as we phase it out. I will do this for the [centre@email](mailto:centre@email.com) too.

Will has worked hard to update the website with the changes agreed at the last meeting. We are now in the process of gathering information and images from our regular hirers to create new activity pages. We hope this will be completed soon. All numbers and contact emails have now been updated on the contact us page on the website.

Maintenance

The Acknowledgment board is now up on the wall, the banister rail now has a lovely new varnish, the chair storage box should be in the room this week and the cork tiles are on the notice board.

The rest of the information will be going up on the board next week. One half will be for community notices and the other half for the Centre.

For consideration/Discussion

Kitchen - The is now a reduced risk of surface transmission. Could we consider opening the kitchen in later may early June perhaps? We would have to restrict entry to 1 person at a time due to capacity.

Loft room - The room can be well ventilated and as the surface transmission risk is greatly reduced now it may be worth considering re opening the loft room for hire.

Heating system and bin – Was there once a plan for some fencing or a shed of some sort at the front

of the building to hide Bin and heating system?

Gardening – Will and I are very keen to get some lovely spring/summer bulbs and bedding plants in to the Planters by ping pong table and soil areas either side of the front entrance. Is that ok? Will be treading on anyone's toes?