

NCA Committee Meeting

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

Welcome and apologies

Rory McNeile (chair), Kev Winser, Steve Palmer; (non-voting) Kerrie Seymour, Will Paley.

Apologies: Jackie Holdstock, Su Aves, Richard Branston, Matt Vizard

Approval of Minutes – 26th April 2021

Corrected draft circulated, accepted.

Matters arising. James and Rory met about Lloyds Bank; Kerrie and Will now have access, Jackie does not yet.

Kev has sent an email to Louise at ECC Parks and Open Spaces, re park benches in Belmont Park, no reply yet.

Treasurer's Report

No report received. Bank account is healthy.

Annual Report and Accounts 2020

Accounts close to completion of inspection. Need to write the Trustees report – ACTION Steve with help from Kerrie and Will; meeting Steve/Kerrie/Will to be arranged to finalise, then circulate to Trustees for approval before sending to Martin for inclusion in the final document.

Newtown Community Centre – Manager's report - See below.

Discussion:

- Roots band, Summer Sunday event 18 July 2 – 4 pm (also playing at a wedding booked for 17th July). Kerrie will check guidance on permitted audience rules. Rory suggested this could be first of restating the Sunday Cafes in the park.
- Discussion about PRS license arrangements. ACTION Will to circulate information on PRS about community centre rules, with a recommendation.
- Glen is looking at several general maintenance jobs, including cover over the air pumps, problems with the gutters and replacement of pinboard on the metal noticeboard.
- Suggestion that the lower section of the cupboard under the stairs should be partitioned off for storage of PPE supplies. Agreed that the table trolley is unnecessary and should be disposed of.
- Kitchen – aim is to have it open by 21 June. Kerrie has tidied the cupboards, and will sort out labels. Steve to work with Kerrie and Will on Environmental Health documentation.
- Notice board in the entrance hall revamped, looks good.
- Blinds are fraying – they have been trimmed.

NCA Activities – Social Café, Roots Band, Community Choir, Exeter Jazz Band

Social café – email exchange initiated by Su. One has been held, another planned. Su asked about support from Kerrie. Jayne is active. Unfortunately previous volunteers are not available. Need more volunteers, with less involvement from Su. Kev offered to use social media to appeal.

Roots band – Will has worked on registers to consolidated information for reconciliation with bank, and with Hallmaster. Same approach will be used with other NCA Activities.

Community Choir – nothing happening at present, the previous lead was Wendy. Rory met Wendy, but there are currently no plans to restart.

Jazz Band – much interest, waiting for unlocking to get enough people (large room currently limited to 17, and 18 or more preferred).

Revenue generation, grants etc.

Application to be submitted for Restart grant (Steve) by end of June. ECC Locality grant application for Roots band submitted. DCC locality grants now open again, Will to set up DCC locality grant application for Jazz Band.

Richard Branston has suggested a locality grant for a group interested in planting and improvements in the Albert Street/Cheeke Street area – agreed that this can be submitted through NCA.

Website, social media

Kev will put an appeal for volunteers (after discussion with Kerrie).

Kerrie and Will left the meeting.

Trustees

James has resigned as Trustee as of 07/06/2021, but will continue to chase Lloyds until Jackie's access is effective, and complete the work on the 2020 Report and Accounts.

Discussion of how to manage the treasurer role. Agreed to consult with the aim of authorising Will to manage operation of the bank account (with continuing 2-person signature requirement), and to seek a volunteer to take on a Trustee role of finance oversight.

Discussion of how to appeal for new Trustees. Rory will contact Exeter Connect. Steve and Jackie will appeal through Belmont Chapel.

AOB

None

Next Meeting Date

12 July 2021.

Meeting closed 20:25

Managers' Report 07.6.2021

Customers/Bookings

Our weekly calendar is busy with all our regular classes now running and some new customers have also started including Heels with Harley. Some potential new regular customers include Reiki Ground Protect and City Life Church.

We have received many enquiries for mixed household bookings which we are not able to accommodate until all restrictions have lifted. Some are pencilled in for after June 21st although this is likely to be delayed into July now.

NCA Activities

Will has set up a new system for all activities to work to which includes a monthly register and finance consolidation sheet. I am generating invoices through Hallmaster for all NCA activities which will enable us to consolidate and streamline finance data for all the activities.

I continue to check for Roots band payments and add them to a doc which Ali uses to consolidate her monthly paperwork

Social Café

It was lovely to see a few faces at our first social café for over a year and I enjoyed being able to meet some community members for the first time in my role as centre manager. It was evident from chatting with those who attended just how important this provision is in supporting people's emotional wellbeing. We had 6 people attend and it is thought that this will build as people's confidence starts to grow in returning to social activity. Jayne is making and maintaining links with the local community and inviting people to attend. In the longer term we will need to identify some volunteers to take on the running of the café. Moving forward we will be asking for a suggested donation of £2 minimum which will go toward the room hire costs.

Phones/Internet/Email/website

The website has had an update with new tabs including one for activities with many of our regular activity groups now featured.

Maintenance

The chair storage box is in and proving useful and fits well in the space

The notice board is now finished

Glen (maintenance) is now back from Germany so I am meeting him later this week to look the outside notice board, the guttering and the structure for the heating unit outside.

Kitchen

Like us many other community centres are waiting until restrictions are lifted before re-opening their kitchens. In preparation of re-opening I have made a start on sorting out the muddles in the kitchen cupboards and will get some Makaton labels for the cupboard doors to assist people with understanding where to find and indeed return items.