

## NCA Committee Meeting

Monday, 12<sup>th</sup> July 2021, 7:30 – 9:00 pm by Zoom

### Welcome and apologies

Kev Winser (chair), Rory McNeile, Jackie Holdstock, Steve Palmer (secretary), (non-voting) Richard Branston, Matt Vizard, Will Paley, Kerrie Seymour.

### Approval of Minutes – 7<sup>th</sup> June 2021

Approved.

### Finance Report

Balance: £29,956.10. £8,000 Restart grant received 2 July.

Trustees Annual Report text to be completed this week. James Leigh is continuing to manage the inspection of accounts with Martin Cronin. This should be completed soon.

Attempts with Lloyds to enable Jackie to use on-line banking, and to investigate changing Will's access to include limited powers to set up and approve payments.

### Newtown Community Centre – Manager's report (see below)

Increasing number of regular groups, especially dance groups. Slots are reserved for NCA Activities.

Discussion of private parties – there are two which are waiting for decisions on reopening. In general private parties do not bring much income, but do require more management and cleaning, and are more likely to result in damage. We should aim to encourage regular groups and discourage private parties.

There was an event advertised through Visit Exeter, with NCA website as the link. This has now been removed.

Request from Lyn to buy Karcher steam cleaner at £40 – **Approved**.

Maintenance proposals. Glen has been off sick. Guttering work expected soon. Glen will talk with Steve over the housing for the heat pumps.

Two bookings carried over:

- Wedding party, large room and kitchen 20 August 12 – 6
- Birthday party 31 July.

(see below on Covid rules change) Decided to offer 35-person capacity to both.

### Covid rules change – reopening plan

Notes from announcements. All mandatory rules are being removed from 19 July. The Covid QR code and use of the NHS test and trace app to record login on site is optional but recommended.

**Decided** to continue the site login with the NHS test and trace app, but discontinue the sign-in book on the basis that organisers of groups are likely to have this information.

Kerrie has spoken to Shelly at Alphington CC, which will probably remain at 50% capacity for the time being. Phoenix will remain at 50%. Face mask wearing can be required by venues. Discussion of capacity – Large room currently 17 people at 2m spacing. Reducing to 1m spacing would be 35 people (before restrictions was 70). Monkey Music is probably largest, they have been running two sessions, but at 35 might revert to one. Swing dance have been limited too. **Decided** to continue with 50% capacity (35 in large room, 16 in small room and 16 in loft room)

Flow of people – currently only hirer can use front door, and others use verandah door. **Decided** to continue this.

Cleaning – should continue as at present.

Loft room – should this be available? **Agreed**, with limitations. Kitchen – **Agreed** to open with restriction to specific groups. Investigate use of Salto locks on the kitchen door and door at bottom of stairs to restrict access to specific hirers. [Sec Note: quotation received from Guardian Security, approved by email decision of Trustees, and implemented.]

### [NCA Activities - Summer Sunday Musical Café 25 July](#)

Good progress. Kerrie met with Dave (St Sids) about café catering. Agreed profit-sharing at 50% after costs. (Also discussed the possibility of more pop-up cafes in the Centre – **agreed** that we will review after 25<sup>th</sup> event, and then hold discussions with St Sids.)

Marquee – Peter, Steve, Kev, Will to put up. Start at 10am..

Power will run from small room, also used for storage, instruments. Peter will bring small PA and do announcements. Kerrie will check with Peter on remaining arrangements and running order. Kev will check with Peter on doing DJ session afterwards.

Discussion of donations bucket – not essential. Need an information point, with volunteer and membership sign-up.

### [Annual Report and Accounts 2020; AGM planning](#)

Provisional AGM date: Saturday 4 September, morning, 11:00, in person.

### [Revenue generation, grants etc.](#)

£8000 Restart grant received. Locality grant for Jazz Orchestra received. Application for wildflower planting project needs to be put into the form and submitted.

Kev and Kerrie in touch with Wood For Good (Ian) about bench idea. Ian keen on community project to create benches for Community Centre area. Meeting on-site to be arranged. Tudor Trust are potential donors for outdoor projects of this type.

### [Website, social media](#)

Advertising for Summer Sunday. Bookings page to be updated with new Covid rules.

Need to advertise an appeal for trustees and volunteers. Suggestion – Kerrie to inform organisers of regular groups of the need, and invite interest.

### [AOB](#)

Discussion of the wildflower project which is very well formulated. Note that the project organiser should take the lead in finding volunteers.

Richard – toilets (closed) on junction of Blackboy Road/ Western Way. An enquiry about conversion to a café had been received, but footfall too small for commercial use. Could be converted for pop-up cafes.

Matt – green space behind Clifton Hill, commencing end of year. Community involvement in managing this space will be welcomed. Council would be open to Community Asset Transfer, or informal input to the site. Matt will open discussion with Ella Westland and Jemima Moore.

Next Meeting Date

23 August 2021, by Zoom

## **Managers' Report 10.7.2021**

### **Customers/Bookings**

Our weekly calendar is filling up with new bookings for Spanish Playgroup and Zumba joining the regular schedule. All our existing customers are intending to return in Sept after a brief break for the summer.

### **Mixed household bookings**

As per the current restrictions, we have not accepted any bookings for mixed household social gatherings. We do have two long-standing bookings which have been rescheduled several times since lockdown. July 31st Birthday Party and a Wedding party on 20th Aug. It is under the understanding with these customers that these bookings are very much dependant on restrictions at the time.

### **NCA Activities**

The new system for NCA activities is working well so far. Will is managing the finance stream for these bookings.

### **Social Café**

Social Cafe is growing in attendance and those coming give a minimum donation which will be used towards room hire costs. From Sept we will devise a monthly program of activities and speakers to attend the cafe sessions.

### **Maintenance**

Glen will be looking at the guttering this week. The next job will be to look at boxing in the units outside. I have asked him to speak with Steve directly about this.

Lyn has asked if we can purchase a Karcher window cleaning system for her. They cost £40. She uses them at home and assures me they are brilliant and will make her job much quicker and easier to clean the windows. The windows are quite bad inside and out and it would be nice to have them looking sparkly.

### **Kitchen**

I have had a good sort out of the kitchen and will get it clean and ready for Summer Sunday. The Makaton labels will be on the cupboard doors before we re-open.

### **Re-Opening**

There are currently no guidelines for venues beyond what we know about all restrictions being lifted on 19th July. So far the emphasis is on people using their own judgment and venues are being granted the right to make decisions that they deem right for them. This means that we are under no pressure to return to full capacity bookings if do not wish to. We can continue using the track and trace app if we wish and continue with our covid cleaning regs and 15min buffers between bookings if we feel appropriate. We are also under no obligation to return to large mixed household bookings such as birthday parties, a return to this can be entirely at our discretion. I understand there is to be more detailed information released on July 12th so we may have a clearer picture when we meet on Monday. We will of course need to give some consideration to the two mixed household bookings we have in the diary.

### **Summer Sunday**

I have met with Dave from St Sids, they are going to run the cafe and do cakes, drinks, and

savoury pastries. We will share the profits once they have covered their costs. we discussed the possibility of a monthly pop-up cafe on 1st Friday of the month with the social cafe on the 3rd Friday. This is a good time in the calendar as Fridays do not to be that popular for regular bookings. St Sids are open to the possibility of running a pop-up cafe for us if we felt this was something we wanted to go ahead with. We agreed that we should use the Summer Sunday as a test run and see how it might work moving forward should we wish to.