

NCA Committee Meeting

Monday, 7th February 2022, 7:30 – 9:00 pm by Zoom

Welcome and apologies

Jackie Holdstock (chair), Steve Palmer, Rory McNeile, Kev Winser, Kerrie Seymour, Wil Paley, Matt Vizard, Richard Branston, Rachel Dean, Su Aves.

Apologies: Christina Towler, Rachael Shah

Approval of Minutes – 15 November 2021

Approved.

Matters arising

- Letter of delegation for Will Paley was sent. Will is now managing the booking fees, refunds and other routine expenses.
- Rory - Blinds fitted to inner doors? Kerrie had a conversation with the one group affected, and agreed that they would fabricate cloth covers to put over the windows when needed, so not necessary to fit blinds.

Finance Report

See below from Will. Will is now managing booking finance, and this is going well. Analysis of NCA activities against targets. Qigong needs more publicity to attract more regulars.

Rory – question on energy costs. Discussion of moving contract from British Gas – contract end date is 1 May 2022 (fixed price of 17.750p/KWh.

Newtown Community Centre – Manager's report

See below. Potential substantial new booking for loft room. Diverse groups, working well. Deposits working well. Kerrie now makes contact early with potential bookers. Potential for social prescribing, linking to Qigong. Social café – summary of meeting activities. Trying to link to Foodshare for Social Café.

Staff issues – Lyns hours and Paula leaving. Noted that Kerrie has had a meeting with Lyn.

Discussion of Covid and the lifting of restrictions. One-way system removed, and hand-dryers enabled. Hand-sanitiser should continue to be available. The 30-min booking gap seems to be OK, so agreed to continue with this. Discussion about increasing the stated capacity. Main effect is on birthday parties. Agreed that the limit per room should be restored to 70 in the large room, but that hirers should be encouraged to think about distancing.

Maintenance

Trims round the edge of rooms needs to be tidied up – possibility of making a Screwfix grant application for this.

Discussion about AV facilities. The large room is already fitted with wiring for fitting a drop-down screen, sound system and projector. Agreed that we should look at options for AV equipment – Kev will lead.

Still need to consider boxing in the heat pump fans.

Friends of Belmont Park

No report.

Revenue generation, grants and Projects

- Richard – ECC ward grants almost finished for the year (Matt – about £550 left). ECC small grants committee does grants up to about £2,000 (included Respect, Wood for Good, etc.)
- Matt – other ideas wanted. Kerrie – idea for a clothes repair café. Also Dads and Lads club.
- Su Aves – Respect and Preschool have approached Su for funding. Deadline to apply for a grant for defibrillator is 10 March (some funding available). Concern about provision for teenagers, and possibilities for groups/activities.
- Omicron Covid grant – Steve to apply.
- Kerrie to investigate defibrillators, and report by next meeting – we can reallocate the £1500 grant for lighting.

Website, social media

Kev. Bit of a spike mid-January, and last week. Did try contacting Exeter Memories for use of their content, but no reply, so probably need to generate own content.

AOB

Nil

Next Meeting Date

Monday 28 March 2022 at 7:30 by Zoom

Trustees only

Brief discussion of preparing for annual inspection of accounts.

Newtown Community Association

Finance Report - January 2022

Cash at Bank

There is currently a balance of £32,434.41 in the Treasurers Account, an increase of £2,278.65 since the last Committee Meeting on the 11th October.

Please see below a summary of the movement grouped by type:

Balance @ 11th October 2021	30,156
Hire Revenue	6,149
Grant Funding	3,645
NCA Activity	326
Bills	(1,464)
Staff Costs	(6,377)
Balance @ 7th February 2022	32,434

Average Weekly Income vs. Staff Costs

The below shows average utilisation of the centre by room and associated income compared to staff costs.

Hours Utilised	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Large Room	3.5	5.5	4.0	5.0	6.0	2.0	2.0	28.0
Small Room	-	5.5	6.5	4.5	1.0	-	2.0	19.5
Lost Room	-	2.0	-	-	-	-	2.0	4.0
Kitchen	-	-	-	-	-	-	-	-
Total	3.5	13.0	10.5	9.5	7.0	2.0	6.0	51.5

Associated Income	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Large Room	£42	£66	£48	£60	£72	£24	£24	£336
Small Room	-	£39	£46	£32	£7	-	£14	£137
Lost Room	-	£20	-	-	-	-	£20	£40
Kitchen	-	-	-	-	-	-	-	-
Total	£42	£125	£94	£92	£79	£24	£58	£513
Weekly Staff Costs								£400
Surplus / (Deficit)								£113

Please note this excludes all one off bookings

Financial Position - January 2022

January 2022 starts with a healthy position, £2,390 of hire charges have been invoiced, although please be aware that this includes block bookings for the next three months.

£1,458 of this has been paid to date.

Activity Type	Jan-22	2021 Total
Health & Wellbeing	500	500
Baby & Toddler	280	280
Dance	276	276
Arts & Education	338	338
Music	105	105
Private Booking	518	518
Social Gathering	80	80
NCA Activity	294	294
Revenue	2,390	2,390
Monthly Staff Costs		
Cleaning	200	200
Cleaning / Security	200	200
Assistant Manager	600	600
Manager	600	600
Staff Costs	1,600	1,600
Surplus / (Deficit)	790	790

Summary 2021

As we have navigated the coronavirus pandemic income has gradually grown, from a select few permitted activities in the first quarter of the year to a full schedule from September onwards. Overall, despite the slow start we have managed to cover all staff costs generating a surplus of £940 at the end of December 2021.

Activity Type	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	2021 Total
Health & Wellbeing	-	-	288	96	208	410	330	214	667	445	569	288	3,515
Baby & Toddler	-	-	-	126	336	246	245	24	193	228	358	169	1,925
Dance	120	120	-	-	52	314	262	253	302	322	312	216	2,273
Arts & Education	-	-	-	122	277	318	126	44	824	374	274	323	2,681
Music	-	-	-	119	203	224	151	36	210	137	325	109	1,512
Private Booking	-	-	-	97	18	98	221	255	435	244	238	331	1,937
Social Gathering	-	-	-	-	-	-	96	28	228	14	28	-	394
NCA Activity	-	-	-	-	108	162	300	162	342	318	354	234	1,980
Revenue	120	120	288	560	1,202	1,771	1,730	1,016	3,201	2,082	2,457	1,670	16,215
Monthly Staff Costs													
Cleaning	200	150	200	200	200	200	200	200	200	200	200	200	2,350
Cleaning / Security	200	150	200	200	200	200	200	200	200	200	200	200	2,350
Assistant Manager	300	225	300	300	300	300	300	300	300	300	300	300	3,525
Manager	600	450	600	600	600	600	600	600	600	600	600	600	7,050
Staff Costs	1,300	975	1,300	1,300	1,300	1,300	1,300	1,300	1,300	1,300	1,300	1,300	15,275
Surplus / (Deficit)	(1,180)	(855)	(1,012)	(740)	(98)	471	430	(285)	1,901	782	1,157	370	940

Notes ¹ Based on hire invoiced - timing differences may be present with recurring bookings spanning more than one month

² Includes income invoices associated with NCA Activities regardless of actual cash received

NCA Activities

Roots Band and Qigong are reconciled up to November 2021, registers have been requested to enable us to reconcile up to and including January 2022. Jazz Orchestra is reconciled up to January 2022.

- Roots Band continues to meet the costs of both the Conductor and hire of the centre.
- Qigong, registers are outstanding for September, November & December - these have been requested as a matter of urgency to enable us to ascertain how the activity is progressing.
- Jazz Orchestra continues to grow with the deficit reducing month on month, there is a solid base of regular attendees and continual interest from new members.

Activity	Average Participants	Income			Costs			Balance	Balance Excl Room Hire
		From Register	From Bank	Variance	Room Hire	Instructor	Total Costs		
Roots Band									
May	17	148	118	(30)	36	140	176	(28)	8
Jun	22	304	252	(52)	54	210	264	40	94
Jul	22	413	447	34	72	350	422	(9)	63
Aug		-	-	-	-	-	-	-	-
Sep	23	208	149	(59)	36	140	176	32	68
Oct	19	278	263	(15)	54	210	264	14	68
Nov	21	390	352	(38)	72	280	352	38	110
Roots Band Total		1,741	1,581	(160)	324	1,330	1,654	87	411
Qigong									
May	8	138	135	(3)	36	135	171	(36)	-
Jun	6	264	375	111	96	342	438	(63)	33
Jul	5	276	280	4	108	405	513	(233)	(125)
Aug	6	150	275	125	48	180	228	47	95
Sep		-	275	275	-	315	315	(40)	(40)
Oct	7	312	210	(102)	96	360	456	(246)	(150)
Nov		-	210	210	108	405	513	(303)	(195)
Dec		-	-	-	60	225	285	(285)	(225)
Jan		-	312	312	84	315	399	(399)	(3)
Qigong Total		1,140	2,072	932	636	2,682	3,318	(1,246)	(610)
Jazz Orchestra									
Jul	14	212	184	(28)	96	-	96	116	212
Aug	18	264	207	(56)	96	280	376	(112)	(16)
Sep	16	316	203	(112)	120	350	470	(154)	(34)
Oct	19	284	223	(60)	96	280	376	(92)	4
Nov	18	272	279	7	96	280	376	(104)	(8)
Dec	17	196	266	70	72	210	282	(86)	(14)
Jan	18	204	159	(45)	72	210	282	(78)	(6)
Jazz Orchestra Total		1,747	1,523	(224)	648	1,610	2,258	(511)	137
NCA Activity Total		4,628	5,175	548	1,608	5,622	7,230	(1,671)	(63)

Managers' Report 04/2/2022

Weekly Groups

Qigong x2,
Heels with Harley x2
Pilates Body Conditioning
Capoeria
Violin lessons
DoReMi music
Jumping beans
Adult Tap
Bulgarian Dance
Bulgarian Sunday School
Monkey Music
Private Yoga
Zumba
Swing Dance
Jazz Band
Roots Band
Pilates Yoga Fusion
Yoga with Natasha
Samatha Meditation
Lockdown Support Group
Exeter Malayee Association
Italian School
Fun Science Exeter

Monthly Groups

Spanish Playgroup
Social Café
Around the World Kids Club

Bookings Software

Salto and Hallmaster continue to provide good systems for me to work with when managing bookings. Deposits are taken to secure one off event bookings, and pre-payment is required for all single activity bookings. This has greatly reduced the amount of cancellations and no shows, and has also reduced the amount of admin created by unstable bookings.

Finances

Will is now managing deposit returns following a one-off event. Will also monitor's the monthly income from the groups and looks at NCA activity income and expenditure and will produce a finance report for Trustee meetings

NCA Activities

Qigong numbers are low at present. We need to promote this group via our local networks and on Social media.

The Social Cafe has a mixed program of speakers and craft activities planned over the coming months. Before Christmas we were treated to some Christmas tunes from Will on the Saxophone, last month we made paper Lanterns, and this month we have a visit from the police to talk to us about Fraud and Scams. Coming up, talks on healthy eating, clay totem making and much more still to be confirmed.

Roots and Jaz Band are both well attended

Maintenance

The baby changing unit is now fitted and is a welcomed addition to what we offer

Storage – dividing panel is now in place in the cupboard in the large room. All cleaning materials are now stored in there. Lyn still has the bench

Guttering - cleared and end caps fitted

2nd Window damage incident – awaiting a visit from glaziers but safety is not compromised.

Police are now dealing with the young person who caused the damage and is responsible for a number of other local incidents

Covid-19

We are now under no specific restrictions or mandatory regulations relating to Covid 19.

That said many public venues and community centres continue to offer hand sanitiser as standard and encourage mask wearing in crowded spaces. We have reintroduced the hand dryers but continue to provide hand sanitiser and surface spray to hirers.

We are continuing to leave a 30 min space between bookings to allow for a safe flow of human traffic.

Matters for discussion

Cleaning – Lyn's hours and the hire of an additional cleaner

Capacity – we are currently running at a 50% reduced capacity. Most of our regular groups are unaffected by this party bookings are limited to 35 in the large room. Should we return to our full capacity of 70 in the large room?