

Minutes of the meeting of North Berwick Community Centre held in the centre on Monday 27th November 2017 at 7 pm

PRESENT:

Nicky Fox (Chair); Jessica Da Costa (Brownies); Kirsty Wood (East Lothian Special Needs Playscheme); Chris Dale ((Creative Embroidery/Law Quilters); Jackie Tagg (Lip reading); Paul Duffney (Men's Shed); Jim Goodfellow (NB First Responders); Sue Northrop (Dementia Friendly North Berwick);

In attendance Katie Nevans (ELC, Community Development Officer/Centre Manager); Diann Govenlock (ELC, Community Learning and Development, Team leader).

1. APOLOGIES:

Tracey Cunningham; Rosie Bennett; Alex Galloway

2. MINUTES OF MEETING 9 OCTOBER 2017:

Minutes of meeting 9th October 2017, having been previously circulated were accepted.
Proposed by Jackie Tagg and seconded by Kirsty Wood.

3. COMMUNITY DEVELOPMENT OFFICER'S REPORT:

ADULT LEARNING

- **Baby Peep**- The last week is this Friday. I still have 16 regularly attending and looking for more Peep after Christmas. You know that saying about being a victim of your own success, but I won't be starting sessions back till February to allow me to get the community centre cleared out a bit.
- **Stay and Play** – numbers have drastically risen to 23 families using stay and play meaning these sessions are really busy. Jan is coping well though as I now have Christmas cheer to deal with so my time is a bit stretched.
- **Kindness Co-operative** – Use of the project has increased on the run up to Christmas and word has gotten out about the project which is good as we have to prove the value of the project to our sponsors North Berwick Trust so far we have had £3000 given to us from the pot.
- **Good Food, Good Health** – Is going really well although the numbers dropped to 3 members the value to the 3 is huge, one person says they "love the company as they live alone and the food they make is delicious" another person said " it is giving me the confidence to cook at home" and the third person " I'm getting great ideas from the course"
- **NB the Club** – I have now bought the community sporting equipment and it is in the big cupboard at the back of the main hall. Nb the club have renamed themselves as The Beachfront Bothy and will be holding a soup, Sandwich and Quiz day on the 1st December 2017 at 1pm.
- **Tiddly Peep** – The sessions are going well with 7 people attending there has been a call for a second class in the afternoon as East Linton Bookbug is on at the same time. I'll see what I can do in the New Year but if I'm honest it feels like a bit too much at present.

CHILDREN/YOUTH WORK

- **Support for the start** – will be looking at Budgets and reviewing their action plan but as we are meeting before they are this time I don't have an update.
- **Decifer Assist** – Has now finished although it is hoped we will have one final meeting to give the young people their certificates.
- **Children's Classes** – Mel has advertised Science detectives again and I think Steve is unlikely to do another cooking's cool here as the house he was looking to buy fell through. This might be a good opportunity to think about expanding the classes on offer for teenagers as the demand for teenage pottery was very high. I could trial a Teenage Good food, Good health course to see if it would be popular if it is then I have money to pay for a community member to be trained to deliver the course.
- **Christmas cheer**- is underway we currently have 25 families on the list locally. I have applied to Cash for Kids mission Christmas for help. However, since then Tesco have offered me toys, North Berwick news and Views are crowdfunding for us, I was contacted today by Bill Nisbet who runs St Baldred's church they wish to donate to it and the Beacon have raised £300 to help. Add this to the generosity of the local people and we could deliver a great Christmas for these families.
- **NB Kindness Freecycle**- The freecycle provides help to local families with baby goods. You might remember last year the community benefits team gifted a portakabin to the project. They have now been asked for Rent in the coming year. As this is a not for Profit project they will struggle with the £720 bill. So as a Christmas Fundraiser I'm gonna make a fool of myself for a change (lol) and dress up as Elfie Sparklepants to read Christmas stories. Please circulate this and if you fancy a selfie with Elfie come and join in.

CAPACITY BUILDING

- **The Capacity Building Calendar** – I have brought the capacity building calendar for you all to have a look at if you need help to book a session please let me know.
- **Gymnastic classes**- Have asked to expand the sessions on a Friday as the waiting list has 80 children's names on it. As this money subsidises the other classes offered by the community centre both for Staff and equipment I have said yes to the extra time. We have received our first £1000 payment for the use of the hall.

THE BUILDING

- Following the last meeting Nicky contacted David Grubb who has given us a quote for the buggy canopy fastenings. We now have the quote for the coverings.
- Work has begun to convert the old ELSPN office into a hot desking office. The shelves are down the carpet is off and the wall and the holes have been filled in.
- The Christmas decorations are yet again up and the children are filling in the activities in Santa's living room to get their chocolate Santa and Candy Cane. They are already talking about the Candy cane hunt last year so I'll need to get that sorted. Special thanks to the Playgroup for helping decorate the Christmas tree.
- We have to come up with a list of demands for the refurbishment of the centre. Most of the work is around the centre office and the toilets. I will be getting in touch with the council architects to come in to give us a costing for the upgrade.
- I will also be in touch with Keith Flockhart this week as I spent some time in the pottery room last week and scratched by gritty eyes for a day and a half after it. We need an extractor fan in this room to take away the dust in the air.

Discussion

- *Beach Front Bothy- Katie's involvement has been really helpful in supporting group. Nicky will ask Sally about other groups who might be interested, possibly round a Somalian meal. The community sporting/games equipment is stored in the main hall cupboard.*

4. FINANCE REPORT:

Finance Report October 2017

Income for October totalled £3,958. This figure included c.£2,181 from room hire, £220 children's class fees and a donation from Russell Bequest for £1056.75, being match funding for the purchase of games equipment, to be made available for use by groups in the centre and locally. A refund of £500 from East Lothian Council for their share of pottery materials purchased for the adult education classes

Expenditure totalled £5,244.84. October expenditure included the purchase of the games equipment c.£2,120; Pottery materials for the year for both the centre children's classes and ELC, adult education classes £750.99 (share of materials for children's classes for the year £250.99) Junior art materials - sketchpads £20; Children's baking class ingredients c.£89; Tutor's wages and salary of clerical assistant totalled c.£675; recruitment costs for the new children's cooking tutor £209 (disclosure check £59, plus a food training certificate £150); Annual Governance cost to our independent examiner £675;

Good Food, Good Health cookery class ingredients/resources c.£41; weekly parenting groups, £26 (snacks); the kindness fund supported 4 families, c.£323; miscellaneous items, keys cut, washing rope, batteries, biscuits meetings c.£47; stationary c.£7

In addition, we forward £46 to ELC for centre groups photocopying.

For the month of October, the accounts show a **net loss of £1,332.84**

Reviewing the figures on the income and expenditure report for this financial year to date, the centre accounts show a net loss of £4,009.50.

Balance Sheet

In September we received £1,000 from the Community Council Trust for the **Kindness fund**, our **available funds** including the £108.81 showing on the balance sheet available for this purpose **at the 31st October is c.£608.**

We hold restricted funds for “**communities and families work**” and the balance **available** at the end of October is **c.£3066.**

The restricted surplus funds for **can't cook** of £314.42 has reduced to **£273.36** as some of these funds have been spent on the new “Good Food, Good Health” cooking course.

The cash assets held by North Berwick Community Centre Management Committee as at 31st October 2017 are £61,793.07.

Prepared by Frances Lee, Senior Support Services Assistant
3rd November 2017

Discussion

Katie agreed the need to identify a new treasurer. Identified various possibilities we will follow up. A request was made to have a column of last year's figures to run beside the current year as there is concern that it appears that the management committee are losing money. Katie explained that we got money in after the purchase of the sporting equipment has been discussed at the previous meeting.

5. RESOLUTION, BANK ACCOUNTS – CHANGE TO SIGNATORIES:

Nicky proposed Kirsty as vice chair, this was agreed. Change to signatories – agreed Nicky as Chair, Kirsty Wood as Vice Chair and Katie as Centre Manager.

6.LOOP SYSTEM:

The loop system is fully installed now and working perfectly. The groups are delighted with the new system. We discussed a possible information day on hearing impairment. The committee thanked Jackie for all her hard work in organising this.

7.PORT SETON COMMUNITY CENTRE EVENT 27TH OCTOBER 2017:

Alex Galloway and Sue Northrop attended. Very useful for community centre to share information and approaches, a lot to learn and gain from working together. We agreed to invite other community centres to our AGM.

8.BUGGY CANOPY:

The committee agreed to write to the playgroup committee to ask them to discuss the problem and possible solutions with costings so they can see the amount of money involved in the project. There are concerns about the canopy and ongoing costs and there may be other cheaper options e.g. buggy covers.

9. CHRISTMAS ACTIVITIES:

The centre decorations were put up for the Playgroup Christmas Fair and the main reception areas and halls are now looking very festive.

Katie's fundraiser "Elfie Sparkle pants" – 9th December.

Christmas lunch – 29th December for those people who are alone at this time of year.

10. ANY OTHER BUSINESS:

- **Fridge and Freezer** The committee discussed replacing the fridge and freezer in the kitchen. The committee agreed to put out and appeal for these items. If there is no response in the next week. Committee agreed to purchase new before Christmas.
- **Community day and inter-generational project.** Not discussed, to go on the agenda for the next meeting.
- **Community Assistant part-time job** – Jackie has looked at the job description which needs some minor amendments as it was drawn up a while ago. For example, it could cover management committee support. We also need to look at holiday cover and PVG. Katie will look at questions and discuss at future meeting.

11. DATE OF NEXT MEETING:

Monday 15th January at 7 pm