

Minutes of the meeting of North Berwick Community Centre Management Committee held in the centre on 10th October 2016 at 7pm.

Present: Hilary Smith (NBCC, minutes), Jim Halley (lip-reading group, acting chair), Jessica da Costa, Diann Govenlock (ELC), Kirsty Wood (ELSNP), Katie Nevans (CDO, Centre Manager), Rosie Bennett (guiding), Jo Globan (playgroup), Jim Goodfellow (ELC member, from 7.30pm), Nicky Fox (stepping out, from 8.20pm)

1. APOLOGIES:

Sue Northrop, Tracey Cunningham, Claire Mackenzie

2. MINUTES OF MEETING 29 AUGUST 2016:

Minutes of previous meeting accepted (proposed HS, seconded RB)

3. COMMUNITY DEVELOPMENT OFFICER'S REPORT:

ADULT LEARNING

- **The confident families' project.** Funding has been approved by the Big lottery Awards for all fund £9450 when added to the £5000 from the area partnership this gives a total pot of £14450 for this group.
- **Can't cook Won't cook** – Cyrenians have been out and assessed the kitchen. I have a list of kitchen equipment that is needed but we have £314.42 left in the CBAL pot for the cooking class so I'm suggesting we use this money to get the necessary equipment.
- **Baby Peep-** Wednesday afternoon didn't work so I'm moving it back to Friday's to see if this will work better.
- **Oasis-**Zander from Oasis is going to do the good food good health course with me and Jo in November. This is a big move for him as he is always at the group on a Tuesday.
- **Men's shed** – have offered to look after the special needs play scheme bikes. They also fixed our broken wheelchair so they are proving to be handy men (pardon the pun) to have around.
- **North Berwick children and youth network** are continuing meeting in the high school. Work continues on the community response to the issue of increased mental health issues in secondary schools the network have formed a sub group to look at a mental health pathway for young people however in true North Berwick style their mental health week is a different week to the rest of country. Agreement was for a mental health youth worker who will be employed by North Berwick youth project to deliver a specialist mental health programme in the secondary school and the 6 primary schools in the area. This work has been approved by the head of Education and will be funded by the area partnership.

- **The Area Partnership-** Is having its annual public meeting tomorrow night at 7pm in North Berwick High School
- **Baby massage-** Delivering to a Healthy minds happy babies mum on a Wednesday afternoon in the snozelen room

OLDER PEOPLE

- **The older people's network** - The constitution for this group was done just in time for them deciding to change their name. The New Constitution will be for the Health and Wellbeing network. Their next meeting is on Monday 17th October at 2pm in the small hall.

CHILDREN/YOUTH WORK

- **Children's classes** –I met with Catriona from the Scottish Gymnastics Association and she evaluated the class. She found no issues but will continue to support us with drop in and follow up visits. We will however need to invest in this class for it to continue as some of the equipment is dangerous and needs urgently replaced.
- **Support for the start** – Are continuing their work in the local area. They are looking to employ a family worker with funding from the attainment budget. Our next big event will be our Take you chalk for a walk event in November.
- **Baby peep, Baby Massage and Raising Children with Confidence** will be running in the centre this term.

CAPACITY BUILDING

- **Good Food, Good Health and Health Inequalities in the Community-** I have applied to the NHS health development fund for a pot of money which would pay for myself and Jo Holmes (local community member looking to volunteer) to do the courses. I'm still awaiting the outcome of the application but have applied for Support from the start money to cover this cost if all else fails.
- **Elementary Food Hygiene** will run in the community centre on Saturday 5th November. If you are interested or know of someone who needs this qualification please get them to contact me as spaces are filling up fast and numbers are limited.
- **Capacity building calendar** – Will be out next week. You book a place through eventbrite but if any of your users need help I can book a place for them.
- **Community Artist in Residence** – I see this as a great opportunity for us to raise our profile in the local community. This person could work with older residents on what North Berwick used

to be like, High school pupils on North Berwick now, SNP and Stepping out on what North Berwick means to them and the nurseries and primary school on North Berwick in the future. These could all come together in an Exhibition in the centre. What do you guys think?

THE BUILDING

- The entrance to the building is not very welcoming and I'm currently looking at ways to improve it. George Cunningham is going to replace the carpets but we also need to look at signage and the general feeling coming into the centre. No news from George yet but centre users are favouring a beach hut theme.
- We have a door and a new window on the basement building, George also put railings up on the top of this building in case children got up there. This can be used as storage now for things people seldom use.
- We are having a big cupboard clear out on Wednesday 26th October to re-jig the storage at the back of the main hall.

Action: KN to check date of older people's network meeting. Possible clash with playscheme use of small hall

4. FINANCE REPORT:

During September, our income was just short of £9,370. That figure includes almost £4,000 in accommodation income; and just over £3,160 as class fee receipts. These sums reflect bookings for autumn term activities. Another major element in our income for September was receipt of grant monies (£1,582) mainly related to the Healthy Minds/Happy Babies project.

Expenditure in September slightly exceeded £3,550 most of that sum (c £2,500) was incurred as part of the Confident Parents Group activities, whilst £830 was also incurred to meet staff and tutor salaries in the month. We therefore achieved a surplus in September of around £5,820. That figure brought our assets total as at end September to c £63,390 (a drop of around £1,850 from our assets figure of c £65,240 as at end March).

Committee members will note that our September figures contain an entry of £1,000 – transferring that sum from our general fund into the specific Communities and Families Fund, as had been agreed at our end August meeting.

Figures for the six month period April – end September

In the first half of this financial year, our total income (including the transfer of £1,000 as above) was almost £16,600. Around £12,950 was generated by accommodation lets (c £7,200) and class fees (c £5,750).

Expenditure over the same period stood at almost £18,450. (including the £1,000 transfer referred to above). Tutor's wages were £3,230 and staff wages were £2,675. Our deficit for the period was in the region of £1,850.

During the same period in 2015, our income stood at around £44,600 whilst expenditure reached £47,250 giving a deficit over the period of some £2,650. Last year's figures, however, both income and expenditure, reflected the significant transactions relating to the beach wheelchair project and are therefore, not a true comparison. However, if we focus on the figures relating to our more general activities during that period, just under £7,200 related to accommodation lets; and c £5,750 related to class fee income. The cost of tutor's wages was c £3,230 and staff costs were £2,675. The staff costs included the salary of the Community Assistant. In the current year we have no such employee.

Assets at end September 2015 were around £63,150 – broadly similar to the current assets figure.

Jim Halley (Treasurer)

October 2016

5. MATTERS ARISING:

- a) **Law Quilters exhibition.** The meeting discussed the charges faced by the group for their forthcoming exhibition. It was felt that the group should be offered affiliation status so that they are not overcharged for this and future meetings.

***Action:** future agenda item, discussion on criteria for affiliation and introduction of sliding scale of charges for frequent usage.*

- b) **Gymnastics classes.** The committee agreed to the purchase of new equipment for the gymnastic classes. Mats, beam, trampette and ribbons at a cost of £3800. **Action:** KN to arrange the purchase.

- c) **Table tennis.** An enquiry from Martin Hayman to run a table tennis club for older people and adults with special needs, similar to one already running in Haddington. He would need storage space for 4 table tennis tables. **Action:** KN to see what space is available following the "big cupboard clearout"

- d) **Constitution.** JH raised the issue of updating the existing constitution, modernising outdated and unwieldy elements. **ACTION:** JH to circulate notes on items for updating. Agenda item for future meeting

- e) **Action plan.** KN circulated an updated action plan. The outcomes of the action plan to form agenda items. **Action:** All to review and pass comment back to her by Friday 21st October.

6. CORRESPONDENCE

- a) People's pension invoice for £360 received, **Action:** Direct Debit payment approved.
- b) Complaint from the Stroke Group that the CD player is not playing properly. Agreed to purchase replacement CD player for £35. **Action:** KN

7. ANY OTHER CENTRE BUSINESS

The playgroup has asked for progress on buggy shelter. The committee decided to allocate £2500 for its purchase.

Action: HS to contact 'Rocketeer' to find out if they have any old or unused canopies that could be used.

Action: KN, to contact ELC planning department to ask what would be acceptable.

Action: JG to investigate other centres' arrangements

8. DATE OF NEXT MEETING:

28th November 2016