

## Minutes of Committee Meeting

16<sup>th</sup> January 2018

**Present:** Nicky Fox (Chairperson), Alex Galloway; Tracey Cunningham, Paul Duffney; Colin Newton; Katie Nevans; Chris Dale; Kirsty Wood; Jackie Tagg; Diann Govenlock.

### 1. Apologies:

Apologies were received from Sue Nevans, Kate Brown, Claire MacKenzie and Ken Gordon.

### 2. Minutes of the last meeting on 27<sup>th</sup> November 2017

The minutes from the last meeting were approved by Jackie Tagg and seconded by Chris Dale.

### 3. Community Development Officers Report:

**Christmas Cheer** delivered Christmas to 25 families in the North Berwick cluster area, thanks to generous donations from the community, cash for kids and an amazing volunteer support.

There was so many items donated that there are items left over which will be donated to the freecycle project, and offered to families throughout the year for birthdays.

The committee recognised the fantastic support and amazing effort from the local community to make this happen.

**Christmas Lunch** took place on 29<sup>th</sup> December. It wasn't as well attended as has hoped (4 vulnerable persons and 15 volunteers) but it was a brilliant day and the atmosphere was fantastic. All those who attended have given very positive feedback.

It is hoped to run more community events throughout the year – Easter Afternoon Tea; Summer BBQ – and link in with the day centre bus to provide transport.

**Janitorial Complaint** A complaint was raised about Kenny by a family using the nursery, regarding an accusation of an abusive conversation regarding their car parking. The complaint has been investigated and deemed unfounded. The family who raised the complaint were parked in the yellow marked parking zone and blocking the entrance to the nursery school for emergency vehicles.

The complaint is not going any further and no record will be placed on Kenny's employment record. The committee would like to express their support to Kenny and the way he dealt with the situation.

Jackie gave a special mention of praise to Kenny who went out of his way to ensure a gentleman who had caught three buses in order to attend a talk held at the community centre, got home safely at the end of the evening by giving him a lift himself.

The complaint has highlighted the need to take greater measures to ensure that cars cannot park in the spaces that would prohibit the emergency services gaining access. It was agreed to ask the council to relocate the bollards and place at the entrance to the yellow marked area to prohibit cars using the space. Katie will ask the council to visit during peak times (9am, 12.15pm, 1pm) and see if any thought can be given to redesigning the car park to make it flow easier. It was agreed wider spaces should be sought to accommodate for elderly passengers and parents with children.

In the interim Katie will contact the Fire Brigade and see if they would bring an engine down during these peak times to drill home to car park users the importance of parking within allocated bays.

Committee Members were tasked with thinking about creative solutions to improve the car parking issues and discuss these at the next meeting.

#### **4. Finance Report**

**Income for December totalled £3,569.50.** This figure included £496.50 for the hire of rooms, £300 from affiliated members and £3,073 collected in children's class fees.

Donations to the centre totalled £4,719.50 and included £740 from North Berwick Christian Fellowship and £110 individual donations for the kindness fund - "Christmas Cheer."

**Expenditure totalled £4,719.50.** This includes £3,182.24 for the purchase and installation of loop system equipment for upstairs in the centre. Tutor's wages £934.75; ingredients for the children's cooking classes £168.19; and £7.78 for materials for painting. The kindness fund spend was £542.87 and assisted 5 families/individuals with food and fuel over the month of December.

#### **Balance Sheet**

The balance sheet shows we are holding **cash funds of £67,452.69** and include the restricted funds for the various projects being run as detailed in the balance sheet.

I have attached print-outs for the period Apr –Dec 2016 for comparison purposes.

Frances Lee  
Senior Support Services Assistant

The finance report was circulated for approval. There were no questions raised.

Thanks, were recorded for the generous monetary donations received for the Christmas Cheer.

#### **5. Matters Arising:**

##### **a) RBS, North Berwick Closure**

The RBS branch is closing in North Berwick & Dunbar which would mean any banking for the Community Centre would need to be taken to Haddington for processing. It was agreed to move the account to a branch located within North Berwick for ease.

Llyods TSB was identified as the preferred bank within North Berwick, given poor experiences shared by Nicky and Colin of Business Banking with the Bank of Scotland.

It was agreed to remove Jim Halley and Sandra King as authorised signatories on the bank account. Kirsty Wood & Tracey Cunningham will become signatories in their place.

##### **b) Children's Class Tutors**

**Art Classes** Georgina is unable to take her Children's art class at present due to a family bereavement. Katie covered the class last week, and has purchased some basic art equipment to be stored in case of emergency cover in the future. It was agreed to cancel the class tomorrow (16<sup>th</sup> January) and update on a weekly basis once further confirmation is received from Georgina.

**Drumming Classes:** Dale is leaving his position as drumming tutor in March 2018. The class is not very well attended and has been subsidized by the community centre for the last few terms. It was agreed not to seek a replacement tutor at this time.

Katie has been approached by some young people who requested a Digital Photography Class in the centre. The committee agreed to look into running this class in place of the drums. Iain Goodall is going to ask at the North Berwick Photography Society to see if anyone has the skills and would be interested in running this class.

**Cooking for Fun** will not be running this term. Science Detectives is running in its place and has been receiving positive feedback from families and children attending.

### **c) Community Day and Inter-Generational Project**

Alex requested to meet with Katie to see if discussions could take place about having an event 'showcasing' the activities and classes that take place in the Community Centre, particularly for adults to work out a way to make signing up for these classes more accessible. The hope is that the time invested will boost attendance at the Adult Education Classes. Katie and Alex will meet to discuss this in more depth and involve Sue Northrop to discuss how the event could be intergenerational.

## **6. Correspondence**

**Lets:** Two applications were received to request lets of the small hall; Ricky Grindley- Boxing for Fun and Rachel Milligan – Mindfulness with Stretching.

The committee were happy to approve the lets subject to confirmation that appropriate PVG registrations, qualifications and Insurance were in place.

It was suggested that a template contract should be drawn up for anyone looking to let a room, stipulating the need to ensure they have adequate insurance, qualifications and PVG registration before running a class. There was a consensus that centre users assumed all these checks were in place by the Community Centre if a class was being offered in the premises.

Katie and Diane will speak to other community centres to see what procedures they have in place for safeguarding.

**Jill Beatie** sent a letter of thanks to see that the Crib has been put up as part of the Christmas Display following her initial upset at it having been removed. Jill emphasised its part of her faith and is important to have visible.

## **7. Lime Grove**

The Lime Grove group extend an invite to the Management Committee of North Berwick Community Centre to attend the meeting of the Lime Grove Group on Monday 22<sup>nd</sup> January at 7pm in the Hope Rooms.

The purpose of the meeting is to look at a long list of options for the site and to narrow these down to a shortlist of about 4 on which further work will be done and further consultation carried out. It may be that the Community Centre is a potential partner in taking this forward.

The situation at present is that ELS have asked the Lime Grove Group (a sub group of the Area Partnership) to prepare a business plan by the end of February in order for them to fully consider a Community Asset Transfer.

The first stage of the business plan is to narrow down the options for the site which have come out of the Community conversation held by the Area Partnership and this will be done on January 22<sup>nd</sup>.

## 8. AOCB

**Freezer** The purchase of a new freezer to replace the small unit in the kitchen was approved. The cost of £209 including delivery was accepted and authorised for purchase.

**Art Room** drawers were installed at the end of the year, from Zero Waste Dunbar to replace the paper drawers that were in poor condition. Reports for Art Room users are that the drawers are too heavy to use and don't fit in with the rest of the room. It was agreed to dispose of the drawers and invest in two new sets that were more fit for purpose. Art Room users should be involved in the selection of new units to make sure they are fit for purpose. An estimated cost of £400 per unit was agreed.

**German Class** has sought a room hire at North Berwick High School, as the Art Room was not suitable in which to run the class due to the echo.

**Event bright** 'Mental Illness, what about Well-being and Happiness' event taking place at NBCC on Wednesday 31<sup>st</sup> January at 12pm. It is a lunch and networking event to draw together people from all walks of life to think about how all services can be more accommodating for people with mental illness. Places can be booked through event bright to confirm attendance.

**Buggy Shelter** It was agreed at the last meeting to purchase rain covers for parents leaving their buggy's outdoors, to prevent damage. Colin queried why parents were not allowed to bring buggies into the centre. It was identified as risk hazard as buggies were being left blocking access routes in the event of fires, and blocking entrances to the lifts for disabled centre users.

After a general discussion it was agreed that Colin would draw up new signs and speak to Playgroup parents to ensure if they brought buggies into the centre they had to be taken into the hall with them and could not be left in any corridors or central areas.

The hall will be cleaned after playgroup to ensure that no water from the wheels of the buggies is left in the hall, as this is a slip hazard for other users.

It was agreed that Colin would manage this within Playgroup but that other user groups (Stay and Play and Baby Peep) also brought Buggies into the centre.

## 9. Date of the Next Meeting

The date of the next meeting was agreed at 7pm on Monday 26<sup>th</sup> February 2018.