

Minutes of the meeting of North Berwick Community Centre Management Committee held in the centre on Monday 23rd January 2017 at 7 pm.

PRESENT: Nicky Fox (Chair); Kirsty Wood (ELSNP); Tracey Cunningham (Playgroup); Jim Goodfellow (NB First Responders); Katie Nevans (CDO, centre manager); Diann Govenlock (ELC). Hilary Smith, Claire Mackenzie (NB Community Council); Sue Northrop (Dementia Friendly East Lothian)

1.APOLOGIES:

Councillor Tim Day; Jessica Da Costa.

2.MINUTES OF MEETING 10TH OCTOBER 2016

Minutes of the previous meeting were accepted (proposed KW, seconded TC)

3.COMMUNITY DEVELOPMENT OFFICER'S REPORT:

In addition to KN report –

Community Development Trust. KN has asked that another member of the Management Committee represents the Community Centre in any Trust or other organisation brought together to secure the Lime Grove site. The potential for conflict of interest with ELC (her employer) has been raised and she has been directed to step back. There was some discussion regarding the supporting role a community worker should provide to community groups. **(action DG and KN to approach Tom Shearer for more clarification).**

Christmas. KN flagged up the situation with Universal credit. The introduction of the new scheme caused significant distress particularly over the Christmas period. Advice is available from a UC advisor based in NB library every Tuesday, 10am- 12 noon. Also from a CAB advisor who is available in the library every Wednesday, 10am-12 noon.

NF reported that Stepping Out will be operating a session for people in crisis, to get help / advice / someone to listen with appropriate funding from ELC (£7000) and the Area Partnership (£1000). Volunteers to help run this will be required.

Capacity building calendar to be sent to NBCC representatives **(action DG)**

Snoezelen room refurbishment. ROMPA have sent plans for the upgrading of this resource . The cost is estimated at (£30000)

4. FINANCE REPORT:

Finance Report – December 2016

In December income was approximately **£3,700**. Room rental income of c. £1,200 and children's class fees of £2,500 made up this figure.

Expenditure for the month was approximately **£12,500**. Of that sum, salaries and tutor's wages costs are c.£1,645; smaller items of expense totalling c. £330 included Christmas lights, storage boxes, children's class expenses, gift and refurbishment consultation. The Older peoples funds accounted for the majority of expense with c. £10, 454 being spent on equipment for North Berwick Day Centre (c.£9,756), Gullane Day Centre (c.£670)and £28 for leaflet printing.

This therefore resulted in a deficit for the month of around **£8,750**.

At the end of December our balance stood at £65,084.28 and this reflects a reduction in the funds held on account on behalf of the "Older People." The overall figures for the period April – end December show income of c.£43,360. The largest elements of such income were grants (c.£18,000), accommodation income,(c.£11,080) class fee income (c.£9,470) and donations (c.£2,940).

Expenditure over the eight month period from April was c.£43,450. The major expenses within this figure are Older Peoples funds –c.£10,780, salaries and wages £10,310, parenting group costs c.£8,630 (mainly creche costs for Healthy Minds, Happy Babies and Confident Parent Group), purchases of equipment.£5,590 (mainly new gymnastic equipment), and annual insurance and licence permit costs c.£2,300

April – December 2016 the accounts are showing a net loss of £159.60.

Frances Lee

5. MATTERS ARISING:

- a) **Action Plan** – no discussion

6. CORRESPONDENCE:

- **Enquiry from Tommy Todd** to hold a Hogmanay Ceilidh at the centre. KN will explore whether staff might be willing to attend and reply to the enquiry.

7. ANY OTHER COMPETENT BUSINESS:

- **Christmas gifts:** TC and KN expressed thanks to HomeStart for providing gifts for distribution to families in need. Both were concerned at the rise in number of families needing help this year. *The management committee decided to set up a working group in September/October to see how best funds can be raised and organise gift donations for next Christmas. (Action. September meeting agenda item)*
- **Health and Wellbeing:** SN expressed thanks to the centre for its support of the Older People's Network, now the Health and Wellbeing Network.
- **Nursery future plans:** JG updated the meeting on the future of the nursery. It is hoped that a new facility will be built close to the primary school. This will require significant capital spend by ELC (£2.5M) with work beginning in 2 years. The space freed up at the centre will allow the centre to expand and should be funded by ELC as the building is ELC owned.
- **Voltz:** Feedback from gig was very positive.
- **Parking** continues to be an issue, particularly with non centre users parking in spaces.
- **Jim Halley;** We have organised a leaving lunch at the Italian restaurant in Gullane (date now amended to) March 22nd 1.15 pm. Please let Frances know if you would like to attend. A card will be available in the office for signing. All the management committee were in agreement that Jim was a joy to work with and his contribution will be greatly missed.
- **ELC councillors:** The management committee also wish to thank our ELC councillors Dave Berry and Tim Day for their support and all the hard work they have given over the years. Thanks and best wishes were also expressed to JG who is standing for re-election.

8. DATE OF NEXT MEETING:

Monday 13th March 2017 at 7 pm