

North Berwick Community Centre Management Committee Minutes of meeting held in the centre on Monday 25th April 2016 at 7 pm.

PRESENT

Rosie Bennett, Nicky Fox, Jim Halley, Claire Mackenzie, Lyn Vaughan, Kirsty wood.
In attendance; Katie Nevans, Diane McGhie

1. APOLOGIES

Sue Northrop, Hilary Smith, Jessica Da Costa, Tim Day, Jim Goodfellow

2. MINUTES OF MEETING 7TH MARCH 2016

Proposed by Kirsty Wood and seconded by Rosie Bennett

3.COMMUNITY DEVELOPMENT OFFICERS REPORT

ADULT LEARNING

- **The beach wheelchairs** – have asked me not to attend meetings at the moment due to a difference of opinion with the chairperson. I hope this can be resolved but Kirsty will attend the meetings to ensure that the interests of this committee and community are maintained.
- **The confident parents group** –Runs on a Thursday morning in the centre- are going through the Raising Children with Confidence Course. There are 2 new members to the group. The funding application to the communities and families fund went in but we have applied too soon for the funding and the pot has now closed. I will keep an eye on what comes out in place of the communities and families fund if appropriate I will apply to the new fund if not I might look at ‘awards for all.’
- **Can't cook Won't cook** – The group have just set their menu for the coming term.
- **Baby Peep**- Back up and running on a Friday morning
- **Oasis**- going well. I am currently looking into the fare share programme to see if we could link with it.
- **Men's shed** – Have found a workshop with NB in Bloom. They will still use the GP room on a Wednesday for one hour as their social.
- I continue to support **Gullane community council** by attending their meetings. As support in the villages was an area of improvement I will continue to attend these meetings. I also intend to make contact with new mums in Gullane and Aberlady to see if we can get a peep group up and running there.
- **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.

- **The Area Partnership** has agreed the projects they are funding this year and funds have started to go to the relevant groups. I attend these meeting as a non-voting member so have no say over what is spent where but it has been beneficial to attend to see what the communities' priorities are.
- **Baby massage** I can now offer sessions in the community centre having completed the practical sessions. I have contacted two new mums' in the confident parents group to see if they would be interested in doing the course.

OLDER PEOPLE

- **Dementia friendly North Berwick** are holding drop in sessions in the hope rooms on Tuesday mornings from May which I will be helping with. The centre will also from the 19th of May for 4 weeks be hosting the memory clinic.
- **The older people's network** continues to meet at the community centre and is moving on with their action plan. The last meeting was focused on transport and we had feedback from a group called upstream who work with people around getting around the ward. Very interesting feedback was heard involving train tickets colour coded for outward and return journeys if your sight is poor.

CHILDREN/YOUTH WORK

- **Children's classes** -With the success of the science class I'm wondering if you feel up to adding a crafty kid's class too. I have made contact through Nicky with a lovely lady called Liz who is keen to work in the local community and has an interest in arts and crafts. If you are open to the idea we could employ her to deliver these classes in the community centre as part of the management committee's programme of children's classes. There was a poor response to the evaluations we sent out on for the children's classes. The office staff and myself will consider other options one idea is to get e-mail addresses and e-mail the evaluation to the parents we might get more returns that way.
- **Support for the start** – Are continuing their work in the local area. We have just gone live with our parenting pathway. My contribution to this pathway is Baby massage, PEEP, Bookbug in the home, raising children with confidence and if requested I can deliver speakeasy.
- **Duke of Edinburgh** – We have met with the school and are awaiting word on how many children were promised this. Jennifer and Peter (DoE Scotland) will attend the in-service day at the school to try to get teachers on board with the award.

CAPACITY BUILDING

- **Community Jobs Scotland.** We did not get awarded a job in phase 5 of CJS. Phase 6 is just about to go live and our application will be carried over to this new phase.

- **Moray house student.** Diane has started her placement and is enjoying the challenge of establishing herself with the various groups that use the centre.
- **Art Centre Group** – the building is still in suggested sites I've printed off all the suggested sites so maybe the committee could suggest their preferred option and i can fed this back to the steering group.

THE BUILDING

- With Men's shed deciding to reside elsewhere for their workshop sessions the urgency for space has been somewhat lessened. However as my new best friend George told me he would fix the door and window from of the outbuilding I think I'll keep up the pressure to get this done.
- The kitchen has been cleaned and the fridge sorted out. Can we agree to put a notice up on the fridge stating that out of date food will be binned as there were quite a few items out of date which I made the decision to bin. My concern is that this might offend groups using the kitchen. Although if health and safety come in it could land us in hot water if we are found to be storing out of date food.
- We will continue to look at storage space all rooms have been checked except the art room which is the next port of call.

Staff

Frances is off work this week after a small operation which went well on Sunday. Would the MC like to send some flowers or a fruit basket and a get well soon card?

4.FINANCE REPORT

Finance Report March 2016

At our meeting held on 7 march I reported that our end Feb assets stood at around £ 71,230. Subsequent late payments to Just Giving and to the Eden springs Water Supply Company slightly reduced that figure to just below £ 71,200.

In March our income figure for the month was almost £ 11,050. That sum included grants totalling £ 7,000 for the Older People/Dementia Friendly projects, together with just over £ 2,600 from children's class fees and almost £ 900 in accommodation income.

Expenditure in March reached £ 17,040. Largely due to our transferring around £ 11,700 funds held on account to the Beach Wheelchair project. Our expenditure also included approx. £ 1,860 being salaries for Tutors and the Clerical Assistant in March; and c. £3,000 incurred in supporting the Confident Parents Group. We, therefore, sustained a deficit in the month of almost £ 6, 000. Our assets for the period to end March therefore stood at some £ 65,200.

Preliminary figures for the financial year April 2015 – March 2016 show total income just below

£79,600. Of that figure grants, donations and SCVO monies accounted for c. £ 45,350 (some 57% of total income). Other major income strands were class fees (c. £ 13,900) and accommodation income (c. £ 13,100).

Expenditure during the financial year came to approx. £ 80,150. This created an annual deficit of around £580 and as stated earlier, took our assets to approx. £ 65,200.

The major area of expenditure was the Wheelchair Project. In total costs of some £28,260 were incurred on that project. That figure, however, included our transfer of almost £11,700 unspent monies to the new beach Wheelchair Committee in addition to around £16,550 costs incurred in setting up the project (e.g. equipment costs, insurance, storage facility etc).

Salaries and tutors wages accounted for some £ 18,860 (including Music Therapy costs). Other major expenditure areas included support for the Confident Parent Group (c. £ 11,800), purchases of equipment (c. £ 4,850), refunds (c. £ 4,250) and the short-term support given to the Athelstaneford. Skate-board Project. (That sum, amounting to approx £ 4,600 was subsequently repaid to our Committee and is included in our income figures).

Work in finalising our annual figures is in hand and these will be discussed with the Independent Examiner with a view to preparing the required report for the Scottish Charities Regulator and for presentation to the Committee's AGM in June.

Jim Halley, Treasurer
April 2016

5. BEACH WHEELCHAIRS

Cheque was sent to Beach wheelchairs for the balance held in our account of £11,669.63 and the Just Giving page in name of North Berwick Community Centre has been closed. Some additional funds are still being deposited in the centre's account through the Beach wheelchair's just giving page and these will be forwarded on to the Beach wheelchair committee in due course .

6. AGM

Members agreed the date of Thursday 23rd June at 7pm for the centre AGM. An advert is to be inserted in the local paper one month in advance.

Requests to regular centre groups for their reports have been made and the annual report is currently being collated. When ready it will be sent to ELC printers for copying.

7. CHILDREN'S SUMMER PROGRAMME

A programme of children's activities has been agreed over two weeks during July. Katie will organise this.

8. MATTER'S ARISING:

- a) New sign at front gate;** Katie will approach Men's shed.
- b) Management Committee photographs;** It was suggested that these could be taken at the end of the AGM.
- c) Storage container planning application;** to be submitted.
- d) Changing rooms for children;** Katie will contact Neil Irvine.

e) Pensions; The management committee does not employ any staff members that would fall into the top tier and would automatically have to be enrolled in a pension. A pension scheme still has to be obtained and the committee agreed to instruct Keegan and Pennykid to make arrangements on their behalf for the 'People's Pension.' There is a set up fee of £360 and a fee to Keegan and Pennykid of £450.

f) Storage/cupboards; cupboards in the GP room are to be checked to establish if one could be removed to increase the general floor space within the room.

9. CORRESPONDENCE

10. ANY OTHER COMPETENT BUSINESS

Parking space shortage for disabled users of the centre was highlighted. It was agreed to cone-off some extra spaces for such users. It was also noted that the Lip-reading Group had expressed general satisfaction with the facilities provided in the centre for them and with the arrangements made to set up their meeting room.

11. DATE OF NEXT MEETING

Meeting - Monday 30th May 2016 at 7pm

AGM - Thursday 23rd June 2016 at 7pm