

Minutes of the meeting of North Berwick Community Centre Management Committee held in the centre on Monday 28th November 2016 at 7 pm.

PRESENT: Nicky Fox (Chair); Jim Halley (Treasurer); Kirsty Wood (ELSNP); Jo Globan (Playgroup); Jim Goodfellow (NB First Responders); Katie Nevans (CDO, centre manager); Diann Govenlock (ELC).

1.APOLOGIES: Claire MacKenzie; Sue Northrop; Hilary Smith

2.MINUTES OF MEETING 10TH OCTOBER 2016

Minutes of the previous meeting an amendment was noted to the list of apologies. Jim Goodfellow (ELC member is amended to representative for North Berwick First Responders).

3.COMMUNITY DEVELOPMENT OFFICER'S REPORT:

- **Baby Peep-** 12 mums and babies on a Friday morning. We are using the snoezelen room.
- **Oasis-**Are planning their Christmas lunch
- **North Berwick children and youth network** are continuing meeting in the high school. They have employed a new mental health youth worker called Martin who will start work in early December.
- **The Area Partnership-**Is still working on the community conversation. They have been awarded Charette funding so a wider consultation is expected.
- **Baby massage-** Delivering to a Healthy minds happy babies mum on a Wednesday afternoon in the snoezelen room

CHILDREN/YOUTH WORK

- **Children's classes** –Letters have gone out for the classes after January. Gymnastics think they can fill the middle slot again as the numbers have risen since the first week. Hopefully the investment you have made will see the numbers rise further.
- **Support for the start** – We have run our “Take your chalk for a walk” event at North Berwick and Aberlady. We go to Gullane on Thursday. The support from the Start table with Children's activities in the centre has been very well received. I will continue this but have ideas for a wee winter games area while it's close to Christmas.
- **Baby peep, Baby Massage and Raising Children with Confidence** – Baby massage and Baby peep are currently running in the centre. I pushed raising children with confidence back to the New Year purely because of my capacity. In the New Year I also hope to begin a stay and play session on a Wednesday afternoon as parents identified a lack of things to do with 2-3 year olds in the town.

CAPACITY BUILDING

- **Good Food, Good Health and Health Inequalities in the Community-** Jo Holmes and I are now half way through the training and we are working with a group on a Monday afternoon in the Community centre.

- **Decifer Assist Training** - 3 days 6th,7th and 8th December. Smoking prevention course to be delivered in schools.
- **Elementary Food Hygiene** The course was very successful and was fully subscribed.
- **Capacity building calendar** – Is now out. You can book courses through eventbrite but if anyone is having any difficulty I can do it for them.
- **Community Artist in Residence** – After the last meeting I have looked into Creative Scotland funding. I am currently working with Liz on the funding bid and will update you of our progress as we go.

THE BUILDING

- We filled two skips with rubbish from the basement and first floor.
- The kitchen equipment has all been updated to enable us to run the Good Food, Good Health Course in the community centre. It took 4 days of scrubbing to get the kitchen Katie clean.
- The gymnastics equipment has all arrived and Megan asked that I pass on her sincere gratitude for your investment in the class. She was very excited having good equipment to work with.
- New Soft play equipment and child friendly mats have been ordered for use by all our centre groups.
- The main hall will be painted over the Christmas holiday.
- Scaffolding will be up around the front entrance of the building from the 1st December to repair a hole in the roof. We will be using a side entrance to access the community centre.
- George has suggested we contact Liz the Councils interior designer for ideas on the front entrance.

Nicky wanted to record the committee's thanks to all staff that have helped with the clean-up of the centre.

4. FINANCE REPORT:

Finance Report – October 2016

At last month's meeting, I circulated details of our transactions in September. These figures showed income of some £9,370 and expenditure of just over £3,550. This created a surplus for the month of around £5,820. As ever, last minute activities brought in additional receipts of £179 and payments of £23. These adjustments took our September surplus to c. £5,975 with our assets at that point close to £63,550.

Turning now to October transactions, our income was almost £11,460. By far the largest element of that total was grant of £9,450 from the Lotteries Fund for the Communities and Families grouping of activities. Accommodation income also drew in around £1,100 and class fees added just over £600 to our monthly income. Expenditure in October reached £1,760 some £1,230 of which related to salaries and wages. We, therefore, realised a monthly surplus of c. £9,700 (largely due to the Lotteries funding).

At the end of October, our assets had increased to almost £73,250 (an increase of c. £8,000). The overall figures for the period April – end October show income as c. £27,220. The largest elements of such income were grants (c. £11,000), accommodation income (c. £8,300) and class fee income (c. £6,360).

Expenditure over the seven month period from April was c. £19,220. Salaries and wages accounted for almost £7,150 of that sum, with other major casts being activities relating to the Confident Parents Group (£5,195) and Insurance and licence permit costs (c. £2,300).

Clearly, however, over the coming months inroads can be expected into the grants income received which are likely to reduce our assets figure.

Jim Halley (Treasurer) 7 Nov 2016

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5. MATTERS ARISING:

- a) **Arts Centre:** Discussed the fact that the arts centre group have rolled ahead with plans to put forward the use of the nursery space if it becomes available against the expressed wishes of the management committee that this would not be a suitable option.
- b) **Re-visiting the constitution:** Jim had read through the constitution and prepared notes regarding his thoughts on what amendments might be made to the constitution at the next AGM in June 2017. Main areas highlighted.
 - Membership – no longer relevant (affects voting rights etc.
 - Organisations to be consulted – should now include OSCR and HMRC & Department of Education.
 - Powers of Association – To remove members
 - Charging of Affiliation Fee – Include something about charging this fee to reflect frequency of use.
 - Possibly consider other constitutions.

Jim has passed his notes to Katie for reading.

- c) **Action Plan** – no discussion

6. CORRESPONDENCE:

- **Application to by Ruth Hunter Pepper** to run 2 children's Zumba classes in the centre on a Wednesday afternoon. *Application approved at the commercial rate.*
- **Neighbour Notification – East Lothian Council 16/00852/P** Our Lady Star of the Sea RC Church, Law Road, and formation of ramp steps, hard standing area and erection of handrail. *No objections noted.*
- **Law Quilters** – Thank you card received from Law Quilters thanking staff/management committee for help with their successful Quilting Exhibition.

7. ANY OTHER COMPETENT BUSINESS:

Staging Ali Wales has collected all the heavy staging and will store it. A letter to be sent stating he is responsible for the upkeep and maintenance of the equipment while in his possession.

Committee Membership: We agreed to remove Richard Scott from the Management Committee due to non attendance of meetings.

CHAS telephoned and asked if they could place a box with sweets on the counter to collect donations. The committee decided not to accept a box and stated that they preferred to support local charities.

NB Playgroup: Their representative raised concerns over communication breakdown and the following points were raised.

- There was not enough notice about the cupboard clearout and items were thrown out that playgroup staff wanted to keep.
- Staff are unhappy that mats were removed from centre without consultation.
- Representative enquired as to a delivery date for the new mats.
 - In reply: Katie, Community Development Officer/Centre Manager explained that the playgroup staff and all centre groups with cupboard space were given one months notice of the clearout. 2 weeks before the given date, Tracy advised that she would be unable to attend and the morning before the skip was due, Colin advised that no representative from the playgroup would be able to assist. It was unfeasible to arrange to re-schedule the clear out when the skip was arranged and other group representatives had made time to be there. Katie arranged with Maureen (Playgroup supply worker) to come in and help clear the toys for playgroup and paid for her time out of lottery funds she had secured for crèche workers for parenting groups.
 - In reply: Nicky explained that the damage to the mats had been previously discussed and at the last meeting the committee had agreed that the mats were unsafe and that replacements should be purchased including new gymnastic equipment. It would have been remiss of the committee to allow the mats to be further used. The playgroup representative was in attendance at that meeting and no concerns were raised at that time.
 - In reply: Katie will check out the delivery dates for mats and let the playgroup know.
- **Jim Halley**, representative member for Lip reading group and nearly 10 years as Management Committee Treasurer, resigned. Jim has been a much loved and valued member over the years. He has reliably attended most of the meetings and given up many hours of his free time to ensure that our finances are always in order. His contribution has been immensely valuable in terms of his thorough understanding of legal aspects and assisting with decision making choices for the committee. On many occasions he has left the centre with not only the finance papers but also large amounts of paperwork to read on behalf of the members. He is a witty, intelligent man and he will be very much missed by the committee members and staff in the centre.
- *It was agreed that a gift should be bought for Jim with the committee's good wishes for the future.*

8. DATE OF NEXT MEETING:

Monday 23rd January 2017 at 7 pm