

**Minutes of the meeting of North Berwick Community Centre Management Committee held in the centre on Monday 29 August 2016 at 7 pm.**

**PRESENT**

Nicky Fox, Stepping Out, Chair  
Jim Halley, Lip Reading Group, Treasurer  
Hilary Smith, Community Council  
Claire Mackenzie, Individual member  
Jim Goodfellow, First Responders  
Jo Logan, Playgroup  
Sue Northrop, Dementia Friendly North Berwick  
Katie Nevan, CLD

**1. APOLOGIES**

Tracey Cunningham, Richard Scott, Diann Govenlock, Kirsty Wood, Rosie Bennett

**2. MINUTES OF MEETING 25 April 2016**

Minutes having been previously circulated were proposed by Jim Goodfellow and seconded by Claire MacKenzie.

**3. COMMUNITY DEVELOPMENT OFFICERS REPORT**

**ADULT LEARNING**

- **The confident families' project.** Funding has run out for the groups under this heading while I was off so the majority of the work I've done since coming back is trying to secure new funds so that work can continue.
- **Can't cook Won't cook** – will advertise the course for new people once we have the result of a funding application which would let myself and Jo Holmes run the classes to a healthy eating programme put together by the Cyreanians.
- **Baby Peep-** I will be running a new group on a Wednesday afternoon in the small hall from 1-2.30 and have e-mailed the health visitors to promote this.
- **Oasis-** Is ticking along I've been down twice since being back and nothing much seems to have changed. I'll continue to go to the group when my schedule allows it.
- **Men's shed** – Are currently working on designs for the new community centre sign to go in place of the damaged ELC sign. For their next project I've asked them to repaint the picnic bench which is in the court yard outside as it is damaged in certain places and looks scruffy. They have agreed to look at this so are paying their way in the centre.
- **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. 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.
- **The Area Partnership-** Held a community meeting on 15<sup>th</sup> August 2016 looking at the community assets in North Berwick. Copies of the community response are available tonight.

- **Baby massage** - I intend to get a small group running as soon as possible, It will be run as a small group but also as 1 to 1 meetings with less confident mums

## OLDER PEOPLE

- **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 the Eddington and Abbey with a guest speaker David Smalls from NHS there. Very interesting conversation as the integrated joint board would like to engage as wide an audience as possible to discuss the plans for these sites. This group is looking to becoming constituted to enable it to hold funds for older people's activities.

## CHILDREN/YOUTH WORK

- **Children's classes** –Lindsay twist will be delivering the children's baking classes going forward. We also have a new gymnastics assistant called Mari coming on board. We have had complaints at the window about the gymnastic classes and the tutors in particular. I highlighted this previously to the committee and would like to discuss what we will do if the complaints continue.
- **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.
- **Baby peep** 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. These could then be delivered in the community centre to other interested people.
- **Elementary Food Hygiene** will run in the community centre either at the end of September or the beginning of November. If you are interested or know of someone who needs this qualification please get them to contact me.
- **Capacity building calendar** – If you know of any training needs within the community please get in touch with me and we can request them through the capacity building calendar.

## 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.
- 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.
- Kenny has built a new notice board which we will use to advertise the children's classes in the centre. I'm going to ask him to build another one for the centre groups.
- We have a group of parents and children who have taken up residence in the coffee lounge or the small hall while they wait for the nursery to finish after the school pick up. It has gone from 1 parent with 2 children to 4 parents and 9 children in the space of a week. Worryingly they have never inquired at the desk if this is okay and are entering rooms when there are groups and meetings on.

## STAFF

Thank you so much for the flowers you sent while I was off they were beautiful. It was a long absence due to what I'm referring to as 'a series of unfortunate events' which almost sent me stir crazy (there is only so much TV one person can watch, if anyone needs filled in on Game of Thrones I'm your girl). However I'm now back and raring to go.

Katie spoke to her report. Key points:

- Confident families work is taking most of her time due to need to secure more funding.
- Can't cook won't cook - funds available to run it.
- Baby peep - group time will change to Wednesday afternoon. Health visitors refer parents.
- Oasis - Regular attendance 8/9 and people dip in and out. People come from quite a distance.
- Men's shed - doing new sign for Centre. Katie plans to get them to do the bench.
- Children and youth network - now meets in the school. Katie is preparing the job description for MH worker for primary and secondary schools
- Area partnership – Katie assisted with the Area Partnership Community Conversation
- Older people's network - meets Community Centre. Katie helping set it up as an Association. Working on transport, health and community and social isolation. These will be taken forward for all groups and parts of the community.
- Children's classes. Lindsay Twist will be taking the children's baking.
- New gym assistant – Mari Heron is being appointed.
  
- Gym class. The Committee has been dealing with concerns raised and a verbal warning has been issued. However there still seem to be problems and we are still awaiting an end of term report. We agreed to seek professional advice and Katie will contact Scottish gymnastics. Claire will provide a named contact. Katie will also ask for report when the class restarts and Nicky will send a letter to the organisers from the committee mentioning concerns, the need to review current arrangements and also alert them that as parents have raised concerns, we are inviting them to sit in classes if they wish. We will also keep an eye on any HMRC issues. **ACTION NICKY/KATIE**
  
- Support from start - worker to be appointed via Area Partnership funding.
  
- Baby peep and raising Children with confidence will run in centre
  
- Capacity building – Free elementary food hygiene course will run September. **ACTION ALL** - let people know

## Building.

The entrance hall needs attention, looking at brightening up and refurbishment. We agreed the Centre will do it itself so we can get the bright and fresh feel we want. We will use refurbishment budget. Rough estimate costs of #1k. Katie will check with George from the Council.

## **Nursery**

Concerns about parents using the building to wait between school and nursery pick up without asking or telling us they are here. We are concerned about the risks. We discussed various options, but agreed it is basically a school issue and the school has indicated there is a place to wait in the school. Katie will ask John Daggart to clarify this. In the meantime we will advise parents that it is not safe to be in the building without prior arrangement and we cannot guarantee safety for them or others using the Centre. There are already concerns on a Tuesday when vulnerable members of the Stroke Group are leaving the building and the hall area is busy with parents and children.

## **4.FINANCE REPORT**

### July 2016

During July our income reached almost £460. Class fees took in some £250 whilst accommodation income was just short of £130. The balance of our July income came from photocopying.

Expenditure in June was just over £1,800. The largest element of expenditure was the Independent Examiner's fee (£810). Other major items of expenditure included the salary of the clerical assistant (c£470) and Summer Arts programme costs (£372).

We therefore sustained a deficit for the month of around £1,345.

Initial figures for April – June showed our assets as standing at £60,122. Adjustments to reflect late transactions during that month increased our assets figure by £156 to some £60,278. The deficit incurred in July, however, reduces that figure to around £58,930. That figure represents a reduction of c£6,310 from the position as at 31 March 2016 when our assets stood at approx £65,240.

Jim Halley, Treasurer

3 August 2016

Jim spoke to his report. He clarified that in the report 'June' should read 'July' In July a deficit of £1350 took the balance to £58,930 which includes late income from June. The deficit for the period April - July is £6,310. The preliminary figures for August are income £230 and expenditure at £1850. Most costs for confident parents, Healthy Minds Happy Babies. Income mostly accrued from accommodation and classes. Deficit is unusual for this time of year, but income will increase when classes start. Claire asked if possible to get figures on gym income. The committee thanked Jim for figures and all his hard work.

## **5.MATTERS ARISING**

**a)Pensions** - chosen scheme for any auto enrolled/opt ins is the People's Pension Scheme and will be in place from 1/8. There are no people taking up automatic enrolment, but scheme has to be offered in case. Starting date is 1/2/2017 and staff will need to be alerted. Kirsty will be assisting. Keegan and Pennykid will provide sample letters for staff etc. If staff join we contribute 1%. About £180 pa. We employ all children's tutors, baking, science detectives etc and Andrina the community assistant.

### **b) Centre Programme/children's class/room charges**

Lindsay Twist is appointed as the new baking tutor and Mairi Heron will be appointed assistant coach for gymnastics.

- All class fees - increased by 50p per week except for 'Fun baking' which remains the same.
- Accommodation - income fairly consistent at £12/13k.
- Commercial lets increased by £1 to £17, except for 1 – 1 room now £9 ph.
- Non-commercial lets rates increased by £1.00. per room with the exception to the small hall whereby there is an increase of £2.00 per hour taking the room hire to £10 per hour. No change to the affiliation or party fee.

Thanks to Jim and Frances recorded.

### **c)Art Room proposal**

Liz Walker ran the summer programme which went really well. Lots of positive comments and feedback. The Older People's Network had suggested that we consider appointing an artist in residence to support engagement of the whole community. It was agreed this was a good idea and Katie is looking at funding sources.

### **d)New sign at front gate**

Men's shed are working on this.

### **e) Planning application storage container**

Carry item forward for next meeting.

### **f) Smoke Free Generation**

Scotland charter for a tobacco free generation we would sign up. And consider actions. Management committee is signed up. Smoking area has been moved, discuss ideas.

### **g)Changing rooms**

To be discussed at next meeting

## **CORRESPONDENCE**

Letter received from playgroup asking if there is the possibility that they could use the main hall in the centre to run another session to meet increasing demand. It was agreed that the 20 children in the playgroup took precedence over The Little Tykes group (run for child minders and their cared for children- private user). The playgroup would be offered use of the hall on a Wednesday morning during term time. Dates and arrangements with the playgroup need to be finalised and Nicky and Katie will arrange to meet with Little Tykes to discuss the changes.

## **AOCB**

Budget - we need to find additional funding for the counseling work for the mothers attending Healthy Minds, Happy Babies. The support has been very effective. It was agreed we split the costs with Stepping Out and fundraise to recoup funding. Various funds are being looked at. We will use unallocated funds in the meantime. The project which covers various parts of East Lothian might become a separate project in due course.

## **Date of next meeting**

10th October 2016 at 7 pm.