

**Minutes of the meeting of North Berwick Community Centre Management Committee held in the centre on Monday 21<sup>st</sup> August 2017 at 7 pm**

**PRESENT:**

Jackie Tagg (Lip-reading class); Nicky Fox, Chair (Stepping Out); Katie Nevans (Community Learning and Development Officer/Centre Manager); Jessica da Costa (Girlguiding); Chris Dale (Quilters), Paul Duffney (Men's Shed); Kate Brown (Playgroup)

**1. APOLOGIES:**

Claire MacKenzie (Community Council); Tracey Cunningham (Support from the Start); Sue Northrop (Dementia Friendly, NB); Rosie Bennett (Girl guiding), Jim Goodfellow (NB First Responders)

**2. MINUTES OF MEETING 22<sup>nd</sup> May 2017**

The minutes of meeting 22<sup>nd</sup> May 2017 having been previously circulated were accepted. Proposed Jackie Tagg and Seconded by Nicky Fox.

**3. COMMUNITY DEVELOPMENT OFFICER'S REPORT:**

**ADULT LEARNING**

- **Baby Peep-** Another successful term with the adults asking for a Peep course to progress to after the baby peep. I'm thinking of Thursday mornings for 1-2-year-old peep. Baby peep will begin again on the 22<sup>nd</sup> September.
- **Stay and Play** – went very well numbers were increasing week on week. These sessions begin again on the 6<sup>th</sup> September 2017
- **Kindness Co-operative** –lots of interest at the AGM now summer is over we can look at getting this initiative fully operational.
- **Raising Teens with Confidence** – 14 parents achieved the certificate. I won't be delivering another course till after Christmas due to my current workload.

**CHILDREN/YOUTH WORK**

- **Support for the start** –Meeting tomorrow evening.
- **Decifer Assist** – I was at the peer nominations this morning. 20 young people will be going on the course from Knox academy.
- **Children's classes** – Mel can't do science detectives this term as Charlie has physio therapy. Drums have low numbers and baking although full ran at a loss last year due to the cost of ingredients, we need to look at the price of the classes too. The gymnastic class has been changed to Elevate Gymnastic Club this takes away the admin involved and the stress of trying to get tutors every 2- 3 years when the tutor decides to leave. This means £2,720 coming into the community centre each year in rent which will pay off the gymnastic equipment we bought and subsidise other classes.

## CAPACITY BUILDING

- Port Seton Management committee have set up an East Lothian Management Committee meeting on the 29<sup>th</sup> September 2017 at Port Seton Community Centre 4-6pm. It will be a world cafe style event looking at sharing the challenges and successes of the management committees throughout the county, and then there will be a chance to mingle and get a wee bite to eat.
- **Good Food, Good Health** – is in demand. I'm currently trying to programme my classes as the prep and evaluation of all the classes I could deliver could fill my week. I have filled in a Community health and food Scotland application to get someone else trained which would help my capacity issue.

## THE BUILDING

- The main hall has now been painted and is looking lovely.
- We have to make a business case to go on the capital plan to be refurbished. The architect came out and agrees the place need a bit of upgrading.
- Andrina would like to stop working at the community centre to concentrate on her art and her father. We need to discuss what to do next?
- We need to decide if we are going to increase the affiliation fee for affiliated groups.
- Special needs Playscheme have now outgrown their office space and we need to find space for Jan and Sandra. HELP!!!

**Kindness Co-operative** – Jackie noted the Beacon has offered to help and donate things that can be frozen from their weekly Beacon events. Steve Muir from NB Gin has also offered sponsored lessons for sailing/golf for those who it can benefit i.e. children's experiences that would not otherwise be available to them. Nicky proposed that a subgroup of those who have offered help to the Kindness Co-operative be brought together to discuss possible donations/resources in a central place.

**First Response** – Crisis support available now in North Berwick and Dunbar through Stepping out. Jackie noted that St Andrews Blackadder Church when open, welcomes those who need a quiet space.

**Community Centre Clerical Assistant Resignation** – We are sad to see Andrina go. The committee has decided to extent the position and seek a replacement who can assist with advertising, marketing and Facebook administration when required. It would be good to have someone who is also trained in general community centre functions if Frances is off for any reason.

## 4.FINANCE REPORT:

Management Committee finance report, for the period - 1<sup>st</sup> June – 31<sup>st</sup> July 2017

**Income for the period June- July 2017 totalled £2814.18 and** included a donation of £2,000 from Cala Homes Community funds to be spent on parenting groups. The remaining income was from room rent £803, Bank interest £5.74, photocopying £0.44 and a further donation to centre funds £5.

**Expenditure in the same period totalled £4,283.24.** This figure included wages and salary. £1,323; Gift – to the assistant gymnastic coach who covered for 3 weeks £125; older peoples outreach funds £1,000 (Dirleton Good Neighbours); Kindness co-operative c.£863; Parenting groups c.£275; AGM

costs including printing of annual reports c.£184; Motion Picture annual licence c.£132 (to allow public viewing of DVD/Blu-ray, streaming, downloads and broadcasts); children's class materials c.£103; materials for new sign at gate, made by Men's Shed, £100; class refunds £73; centre miscellaneous running costs c.£41; bedding plants £40; water cooler costs c.£39.

During June and July cheques totalling £900 were cashed at the bank to provide a ready flow of funds in the cash box for the kindness fund. The total of £863 for the kindness fund relates to 27 separate items of expenditure and includes payments to gas and electric meter cards, fresh food shopping, travel expenditure, ingredients for meals for the freezer and a delivery cost for recycled furniture. Current funds held on account for the Kindness Co-operative are £498.79.

At the end of July, the centre accounts were showing a net loss of £1,469.06 for the preceding 2 months.

**As at 31<sup>st</sup> July the committee holds bank balances totalling £63,317.19** and this figure includes restricted funds held for specific purposes.

Since 31<sup>st</sup> March 2016 we currently hold a restricted balance of £464.03 for music therapy. As the committee no longer raise funds to employ a Music Therapist from Nordoff Robbins, would they now consider donating this sum to Nordoff Robbins Music Therapy in Scotland?

Prepared by  
Frances Lee  
Senior Support Services Assistant  
2<sup>nd</sup> August 2017

## **5. CENTRE PROGRAMME/AFFILIATION FEE:**

The committee discussed changes to the current affiliation fee in order to keep it fair for those who use the centre multiple times a week vs those who use it once. The committee discussed considering a tiered affiliation rates for those who use the community centre.

## **6. CHILDREN'S CLASSES:**

There are a number of classes that are undergoing changes Melanie Kay will not be able to run Science Detectives this term but hopes to run the classes again in January 2018. The gymnastics classes are going to be taken over by a private team - Elevate and run 4 classes rather than the 5 that was being run. Children's cooking class is full but running at a loss. Drums is running low on numbers.

The committee discussed the funds still set aside from the Music Therapy that is no longer running and what to do with them. They wondered if the new sensory room within the primary school would be incorporating music sessions and the committee agreed to approach Melanie Kay to ask if this is would they welcome a donation of funds held in our account for music therapy.

## **7. CORRESPONDENCE:**

- **Steve from Pop – contacted to see if there was any interest in kids and adult's supper cooking club.** He suggested 2 classes, running one after the other (to best make use of his time).

- Cooking's Cool (ages 8-12) one and a half hours to cook 2 dishes.
- Quick and Bright Family Dinners (adults – 6 max) two hours focused on recipes, ingredients and skills and the food being frozen for the Kindness Co-operative.

The course fees would include the cost of the ingredients and everything would be measured out ahead of the class. The time he suggested for the adult's class would not work for parents who have kids or single parents but the committee suggested he consider a mid-afternoon class (that parents with young children could attend as the children would be in school still) and then an evening class for children. There is definite interest in the classes. He also suggested food demos too.

**Action:** *Katie/Frances to suggest adjustment in times to him and get more information.*

- **unity Council Suggestion Box:** We have been asked by the community council if we will display a suggestion box for them at the centre reception? The committee agreed to this.

## 8. ANY OTHER COMPETENT BUSINESS

- **Loop System Quote:** Jackie discussed a new quote for a loop system from Audio Light System of £2806.25 +VAT (a quote from Deaf Action had been discussed at a previous meeting but it was only for a single room). The quote was discussed at length and it is of interest to note that Audio Light System has installed loop systems in North Berwick for NB Movies, The Day Centre and one of the local churches. The committee suggested that a demo of the system being quoted for was requested as it is a significant investment. Paul suggested that Jackie go and see the NB Movies system too.
- **Fire Evacuation Procedures:** Katie brought up the recent Fire Safety evaluation and a number of concerns over the level of responsibility expected of her (as head of the establishment) resulting from this. The committee suggested the local fire brigade carry out another assessment of the building too. However, as a result of this evaluation a number of points have come to light such as the requirement for more focus on fire safety to those who use the centre. Guidelines for all groups, floorplans and a possible start of term building walk through to familiarise leaders with the layout, training for leaders and the requirement for fire drills carried out by groups.
- **Quiet Room/East Lothian Special Needs Playscheme:** The Playscheme has been in touch via a letter read out during the meeting to request moving their office to the quiet room, they need more space and are keen to stay in the community centre. The committee looked at the spaces and supported the move. Suggestions were made on possible furniture from the council and possibly contacting Ikea to see if they would donate anything. The old office space will be changed to accommodate 'hot desks.'
- **Open day for the Community Centre:** The committee discussed the loss of a Christmas Party and having another open day for the community to see what the centre does in order to engage the community more.

### DATE OF NEXT MEETING:

9<sup>th</sup> October 2017