

Minutes of the meeting of North Berwick Community Centre Management Committee held in the centre on Monday 24th April 2017 at 7 pm.

PRESENT:

Nicky Fox, Chair (Stepping Out) ; Kirsty Wood (ELSNP); Jackie Tagg (Lip reading group); Sue Northrop, Secretary (Dementia Friendly, North Berwick); Jim Goodfellow (NB First Responders).
In attendance: Katie Nevans (CLD Officer and Centre Manager); Diann Govenlock (CLD, ELC).

APOLOGIES:

Jo Globan (NB Playgroup); Claire MacKenzie; Tracey Cunningham (Support from the Start); Hilary Smith

MINUTES OF MEETING 13TH MARCH 2017

The minutes of meeting 13 March 2017 having been previously circulated were accepted.
Proposed by Kirsty Wood; seconded by Jackie Tagg.

COMMUNITY DEVELOPMENT OFFICER'S REPORT: COMMUNITY DEVELOPMENT OFFICER'S REPORT –April 2017

ADULT LEARNING

- **Baby Peep**- Due to begin again on the 5th May. Still high numbers looking to attend.
- **Stay and Play** – 2984 people have seen the post with 35 people saying they would like to attend. It should be up and running mid May on a Wednesday afternoon in the main hall 1-3pm
- **Kindness Co-operative** –We have secured funds to allow this to move forward. I will be contacting the doctors, health visitors and social workers to promote the initiative this week.
- **Oasis** – Is currently cancelled due an incident.
- **North Berwick Children and Youth network**- are agreeing their priorities for the area partnership at the next meeting.
- **The Area Partnership**-Charette happening from the 30th May -3rd June 2017. Are updating their priorities for this financial year.

CHILDREN/YOUTH WORK

- **Support for the start** –are agreeing their priorities and meeting tomorrow evening in the community centre
- **Decifer Assist** – Went well and is now completed in North Berwick High School.

CAPACITY BUILDING

- **Good Food, Good Health and Health Inequalities in the Community-** I will be delivering the course at Oasis if it's back up and running during the summer holidays.
- **Decifer Assist Training** – Peer Education programme through NB High School. Discussed above

THE BUILDING

- There's a problem with wasps in the main hall – pest control came out and said the queens are waking up and they are falling onto the floor of the main hall.
- We need to have a system for when the Special Needs Playscheme is on so other centre users know they can't come into the centre during these weeks.
- The Nappy bin in the ladies toilet gets emptied on a Monday and is quite full by Fridays this might be why parents don't want to change in the toilets it might be useful to move it to the disabled toilet on a Friday.
- We need to get the blinds fixed in the art room the council won't pay for the blinds unless it comes from the CLD budget. Should We just get them replaced?

Discussion about how initiatives link in. We discussed U lab link.

Discussion about blinds and general state of the art room. Action: Katie to discuss with adult learning.

Treasurer – no one identified as yet. Katie will ask Rotary for a volunteer.

FINANCE REPORT:

Finance Report – March 2017

Additional figures taken from bank statement 20 March, adjust the February figures as follows-

Increase to income: Rent received £725.50; Class fee £27 and ELC grant for Kindness Co-operative £250. Net income for February is now £3231.69.

In **March income** was approximately c. £3,100. Room rental c. £1,500 and children's class fees totalling c. £1,600.

Expenditure for the month was approximately c. £4,262.

Of that sum, tutors wages and clerical assistant salary c. £2,293; Annual licence, Performing Rights Society c. £688; Confident Parents and Healthy minds Happy Babies group c. £688 were the main items of expenditure for the month. Smaller expenses included, Kindness Co-operative (food purchased) c. £141; children's class materials c. £148; carpet cleaner hire plus smaller miscellaneous items c. £123; 2 second hand sofas and cushions c. £62; refunds to parents for cancelled art class £90.

The centre accounts for **March therefore show a net loss of £1,140.60**.

Income and Expenditure for the period 1 April – 31 March 2017

Income for the year was c. £53,745, and the main source of income was from grants (£21,282) and donations (£2,939); Rent received (£14,529) and Children’s class fees (£12,964). Bank interest for the year amounted to £141.67.

Grants/donations received for the period were as follows.

Amount	Grant source	Recipient
£1,350	ELC, Support from the start	Healthy Minds, Happy Babies
£ 232	ELC, Support from the start	Booklets
£9,450	Lottery	Communities & families
£5,000	ELC, Area Partnership	Older People/Dementia Friendly
£2,000	ELC, Area Partnership	Dementia Friendly
£2,000	ELC, Area Partnership	Community Days/Volunteering
£1,000	ELC, Area Partnership	Adult Education, Bursary Fund
£ 250	ELC	Kindness Co-operative

Donations	Amount	Purpose
Tartan Army	£1,398	Play equipment
NHS Scotland	£1,336	Cooking training course/kitchen equipment
Beach Wheel chairs	£ 89	Just Giving Page
Pottery Students	£ 116	Additional pottery materials

Bank Interest for the year is £141.67. This figure will probably increase by around £5 when we receive our next bank statement in mid April 2017. £20,774.22 is held on account at National Savings Bank and £124.82 was the annual interest on this figure. Balance now £20,899.04. The remaining £16.85 in interest was paid by RBS on the current account on the balances averaging £40,000 - £50,000 over the 12 month period.

Expenditure 1 April 2016 – 31 March 2017

Tutors’ wages and the salary of the clerical assistant: £15,112.

Money held on account for the Older People/Dementia friendly, received from the Area Partnership has been spent on equipment purchased for the Day Centres in North Berwick and Gullane. We currently hold approx. c.£2,800 that will shortly be transferred to the newly opened bank account for older people in the name of The Health and Wellbeing Network.

Confident Parents spent £10,719.56. A major spend was on counselling sessions for parents attending Healthy Minds, Happy Babies and also for crèche costs throughout the year for both the confident parent group and the Healthy Minds, Happy Babies Group. Salary costs to cover a sessional worker were also included in this figure.

Insurance and licences c. £2,970

Cookery Training: £950 (from NHS Scotland Grant)

Equipment purchased this year included; gymnastic equipment -mats, beam with moveable wheels and trampette; Xmas decorations; kitchen equipment and drawing boards.

Beach wheelchair funds: All funds held in the centre account have now been passed over to the Beach wheelchair committee.

Gullane Youth Club: As this club is no longer in existence all funds (£256.24) have been transferred to North Berwick Youth Network.

Children's class costs materials/ingredients and summer art programme tutor costs: c. £2,044

Governance Costs/AGM; c. £967

Other expenses e.g. maintenance of equipment, gifts, recruitment costs, water cooler, stationery etc. make up the remaining expenditure as shown on the Income and Expenditure print out.

The balance shown in the accounts for the committee as at 31st March 2017 is £65,960.39.

This is the end of the centre financial year and figures will be adjusted when the reconciliation to the bank statement is received mid April. The accounts will be passed to Elaine Alsop, Independent Examiner who will audit the yearly accounts and make any appropriate adjustments to the figures in preparation for presenting the final accounts at the AGM in June 2017.

This is an interim report to 31 March 2017.

Frances Lee, 4 April 2017

Thanks recorded to Frances for covering the finances.

MATTERS ARISING:

a) Networking with other community centres (Port Seton Management Committee)

Committee agreed that networking with other centres is a good idea. Committee will visit another centre and Katie will arrange this.

b) Action Plan

To be addressed at future meeting.

CORRESPONDENCE:

Hall charge; Ruth Hunter Pepper, has asked if the commercial charge for hire of the hall could be reduced for her as her children's classes are not viable. Committee have agreed that this charge will not be reduced but remain the same for all commercial users of the centre. The room booking is agreed if Ruth wishes to continue to hire the hall at the commercial rate. Committee suggested that they could assist with advertising i.e. Website, Facebook page.

ANY OTHER COMPETENT BUSINESS:

a) Boundary speakers for T loop, GP room.

Lip reading class – Jackie raised ongoing concerns with audibility. It would cost £678.60 for a boundary mike, installation and speaker. Jackie will try other wireless options and report back.

b) TV Licence

The committee discussed whether we needed a licence, as centre users do not watch the TV. However, it was brought to the attention of the committee that members of the public could be watching live broadcasts on their iPad and therefore it would be safer to pay for a licence. Committee agreed to pay the licence fee.

- **DVD Player;** The committee also discussed the DVD player and agreed to purchase a new Blue-ray DVD player and also to look at obtaining a new shelf to keep the equipment together tidily. The TV is unable to pick up a signal and Katie suggested that she could ask Dean to take a look at the TV and she could feed back regarding this at the next meeting, It maybe that the TV requires to be re-tuned or a new aerial?
- **Webpage – www.northberwickcommunitycentre.co.uk** The committee discussed the centre's webpage and agreed that this should be reviewed.

DATE OF NEXT MEETING:

Monday, 22 May 2017, at 7 pm.

AGM – Thursday 29 June 2017, at 7 pm.