

**Minutes of the meeting of North Berwick Community Centre held in the centre on Monday 9<sup>th</sup> October 2017 at 7 pm.**

**PRESENT:**

Jackie Tagg (Lip-reading); Alex Galloway (German); Paul Duffney (Men's Shed); Kirsty Wood (East Lothian Special Needs Playscheme); Chris Dale (Creative Embroidery/Law Quilters); Sue Northrop (Dementia Friendly, North Berwick); Claire Mackenzie (Community Council); Kate Brown (NB Playgroup); Rosie Bennett (Guiding); Jim Goodfellow (East Lothian Council).

In attendance Katie Nevans (ELC, Community Development Officer/Centre Manager).

**1. APOLOGIES:**

Tracey Cunningham; Diann Govenlock; Ken Gordon; Nicky Fox; Jessica Da Costa.

**2. MINUTES OF MEETING 21<sup>ST</sup> AUGUST 2017:**

The minutes of meeting 21<sup>st</sup> August 2017, having been previously circulated were accepted.

Proposed Jackie Tagg and seconded by Chris Dale.

**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's 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.  
*The committee members offered their support and asked for Katie to contact them when needed. Committee wanted to ensure that there is cover when Katie is off. Katie said that she would speak to Diann. Claire offered to help Katie sort out some solutions.*
- **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 surgery. 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 £2720 coming into the community centre each year in rent which will pay off the gymnastic equipment we bought and subside 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.  
*Jim Goodfellow clarified that the committee needs to set out what they would like refurbished and then organise a meeting with Tom Shearer, East Lothian Council to discuss.*
- **Kitchen equipment** – Katie advised that she will be cleaning the kitchen over the next few weeks and that she would be checking the equipment there. She is aware that there are items that need to be replaced and updated and asked the committee if they would agree to her taking these decisions and purchasing any necessary items that the kitchen now needs.  
*The committee agreed to this request and to fund the necessary equipment, Rosie has agreed to assist Katie with this task.*
- **Entrance railings on Law Road** – It has been noted that people are hanging notices onto the railings at the entrance to the centre car park. Nicky has suggested that we obtain a large blackboard to cover a length of the railings that could be used to write on and post information.  
*Committee agreed that this would be a good idea.*
- The committee also discussed other places for information sharing, including the notice board outside the police station.  
*Claire to follow up with community centre.*
- **NB the Club – equipment for various clubs.** The Russell Bequest have agreed to fund half the cost of the equipment and a letter of thanks will be sent expressing our appreciation.  
*It was agreed that the community centre would donate the remaining funds held in the music therapy fund and Stella Moffat would be approached for the remaining shortfall.*

## 4. FINANCE REPORT:

### Finance Report September 2017

**Income for September totalled £4,372.** The majority of this was raised through children's class fees (£2,760) and hire of room charges (£528). A donation of £1,000 was also received from North Berwick Trust for the Kindness Co-operative Fund.

**Expenditure totalled £2,956.98.** This figure includes an adjustment to the last months August figures, with the additional spend of £60 to the confident parenting group and £100 from the kindness fund to assist with a child attending Brownie camp. This month a cheque has been issued to the Health and Wellbeing Committee for the balance of funds held in the centre account for older people (£1950.46). Wages and salaries for the month totalled £602.52, and expenditure from the kindness fund amounted to £184.59. This sum helped 3 separate individual/families with the purchase of fresh food and power. It also bought cooking ingredients to enable additional meals to be made and placed in the freezer and Katie was refunded for petrol for her collection/delivery of food parcels. Water cooler charges were £58.50, parenting groups £37.93, children's baking class ingredients £47.82 and maintenance items of expenditure for the building £36.77. We also refunded a parent for a cancelled class.

**For the month of September** there is a **profit of £1,415.02**

Looking at the report for the period April – Sept 2017, the centre account has sustained a net loss of £2,634.87.

With the donation from North Berwick Trust this month, the centre holds funds of £837.90 in the Kindness Co-operative.

Restricted funds held for family work total £3,092.54.

The balance sheet at the 30<sup>th</sup> August shows that cash assets held by North Berwick Community Centre Management Committee amount to £63,167.70, with restricted funds included in this figure.

Prepared by  
Frances Lee

## **5. LOOP SYSTEM:**

Jackie reported that she is still working on this. We need to decide about getting the T loop updated and also loops in the art and pottery rooms. The T loop in the pottery room would need to be boxed because of the amount of dust accumulating in the room.

*Committee thanked Jackie for her work on this.*

## **6. AFFILIATION FEE:**

Discussed at last meeting. We discussed rationale for the proposals which is not to raise money but to manage limited space. We agreed there might be better ways to do this, for example community centre taking on management of the Hope Rooms. We agreed to discuss this further in the light of the community centre priorities and the community asset mapping being done by the Area Partnership.

## **7. FIRE EVACUTION PROCEDURE:**

Katie advised that there has been a Fire report issued by the fire officer. The onus is on East Lothian Council regarding the need for improvements. People need to be able to use steps to get out. Katie needs to be trained.

*Katie to contact groups to assess what arrangements they need.*

## 8. CORRESPONDENCE:

- **Whitelaw Wells Chartered Accountants, letter dated 22/9/2017** enclosing a cheque from North Berwick Trust for £1,000 (one thousand pounds) for North Berwick Kindness fund.  
*Thank you letter sent by return.*
- **New let application received** from Emma Blessed to run a fitness class – bums, tums and tone on a Tuesday afternoon 2 pm – 3 pm.  
*Let agreed at the commercial rate.*
- **Gift** – Sue thanked the committee for the lovely flowers that she received recently.

## ANY OTHER COMPETENT BUSINESS

- **Buggy canopy** – A quote has been received from Scorpio Safety Systems Ltd, 45 West Bowling Green Street, Leith, Edinburgh to install 8 stainless steel eyebolts into the masonry on the centre building for the purpose of holding a canopy. Quote £1,080.  
*The committee thought that this was very expensive and Katie will look into this further as it may require permission from East Lothian Council if installations are being made to the fabric of the building. Decision deferred.*
- **Community Centre Clerical Assistant Post** – A Health and Wellbeing Associates action – The Area Partnership propose funding an Intergenerational worker for 2 days and have suggested that the role be incorporated into the role with the community centre clerical post of 3 afternoons. The committee discussed this and were concerned about the financial complications for the centre. There was a discussion about how decisions are made about our work and staff roles and what we see as our priorities as a Management Committee. Also implications for filling Andrina's post. Sue advised that East Lothian Intergenerational Network is proposing a temporary IG worker for East Lothian, to build IG capacity locally, supported and employed by Generations Working Together. She said this was an effective way of building capacity and good evidence asked practice. The committee suggested we arrange a meeting with the Health and Wellbeing association, Hilary as Area Partnership chair and the centre management committee.
- **Action Plan** – the committee agreed to meet outwith the usual cycle to discuss the community centre action plan.
- **Gifts** - The committee agreed to send flowers to Nicky and also a leaving gift for Andrina.
- **Men's Shed** – Paul has asked to do some light work within the GP room – the committee agreed.
- **Vacancies in Community Council** – Claire has advised that there are a few vacancies open to anyone in the community who would like to apply.

## DATE OF NEXT MEETING:

**27<sup>TH</sup> November 7 pm**

Possible action plan meeting before then.