

## NORTH BERWICK COMMUNITY CENTRE MANAGEMENT COMMITTEE MEETING

Held on Monday 29<sup>th</sup> April 2019 at 7pm

### **PRESENT**

Kirsty Milne (Vice-Chairperson); Ken Gordon (Treasurer); Paul Duffney; Robin McEwen; Jackie Tagg; Tracey Cunningham; Jim Goodfellow

### In Attendance:

Katie Nevans, Community Development Officer  
Diann Govenlock, East Lothian Community Development Service  
Linda Wills, Admin Assistant

### **MINUTES OF PREVIOUS MEETING, 11<sup>th</sup> MARCH 2019**

The Minutes of the previous meeting were accepted as an accurate representation. Proposed by Tracey Cunningham and seconded by Robin McEwen.

### **COMMUNITY DEVELOPMENT OFFICER'S REPORT**

#### **ADULT LEARNING**

- All peep classes in the centre stopped the week of the last meeting. As usual the sessions went well and we now have improved communication with the local health visitor who has offered to advertise the sessions through her visits.
- Raising Children with Confidence 10 out of 12 participants fully completed the course and achieve their certificate. Jan and Anne are delivering the next course on Tuesday nights from the 23<sup>rd</sup> April in the community centre.

#### **CHILDREN/YOUTH WORK**

- I've supplied Building Resilience folders to all the Primary Schools in the area. This will enable them to deliver sessions as part of the Curriculum for Excellence Health and Wellbeing strand. The folders were funded by the area partnership after a successful application.
- I attended Child Sexual Exploitation Training on March 12<sup>th</sup>. The training is designed to highlight the issue and to encourage practitioners in the field to consider this as a possible option when faced with challenging behaviours.
- I attended 2 STEM (science, technology, engineering and Maths) training events since last seeing you all. There is a big drive currently from the Scottish Government to encourage young people to think about careers in these fields as take up recently has been low. Youth workers are being encouraged to deliver Stem as part of their

sessions. We have previously delivered Science Detectives as part of our programme of Children's classes but as you know Mel has had to give up her tutor's position in the centre. Hi 5 is a Youth Scotland resource which documents experiments that can be done with young people and children to engage them in STEM activities, and I intend to use this resource to develop our children's classes.

- North Berwick Youth Project have an exhibition on at the museum at the moment called Teenage Kicks. The exhibition looks at what was available for young people in North Berwick from the 1950's to the current day. It is a very interesting exhibition which shows the decline in places for young people in the local area.

## **CAPACITY BUILDING**

- I attended the Dementia Friendly Spring Gathering which was looking at Dementia Friendly Community Hubs which are established in other areas. We discussed if the idea could be used in East Lothian.
- I've organised for the cancelled Food Hygiene Training to take place on the 6<sup>th</sup> May 10-3pm. There are 6 spaces left if anyone would like to take part. Lunch will be provided and I am asking participants to pay £20 each. The training is actually £40 per head so I decided to part fund the course from my Community Food Grant to keep costs to individuals as low as possible.
- I attended the CLD Standards Council Members Conference on the 27<sup>th</sup> March. It was a brilliant and inspiring day with lots of food for thought. The day included a talk on Leadership, and a choice of workshops. I picked working with refugees, family work, the condition of the CLD workforce and LGBT in schools. Every workshop gave me food for thought about how inclusive we are in the Community Centre.

## **THE BUILDING**

- As you are all aware the building has been closed for the weeks since the last meeting. All of the people affected were extremely understanding and accommodating while we moved them about the building. The work is now complete and I want to record how excellent the contractors Macklin have been while in the centre. They have worked round the staff and users causing minimal disruption at all times. I have fed this back to Fraser at East Lothian Council.
- North Berwick movies will have their first showing in the centre on the 18<sup>th</sup> May. Work in the hall is ongoing as I write this report. To date the screen, projector, speakers, blinds and projection equipment have all been installed and we are awaiting the sound boards.

- George has instructed Forth furnishings to re-carpet the building. I am currently waiting on Mark Connolly coming with Samples to the centre.
- Fraser has spoken to George and said that once the old fire system is ripped out the centre will require decoration.

*Thanks for your continued support  
Katie x*

## **FINANCE REPORT**

Ken Gordon advised that, as we are nearing the Annual General Meeting on 6<sup>th</sup> June, he would not be giving a full report at this time as Elaine Allsop was in the process of compiling the end of financial year accounts. He advised that the £1,954.63 had been paid over to North Berwick Movies. Ken is planning to visit the Royal Bank of Scotland in Haddington this week to finalise the paperwork for adding/deleting signatories.

It was also noted that RBS had changed the day for the Mobile Unit to visit North Berwick without notifying customers. Frances had stood for almost half an hour waiting for the Unit to arrive only to discover (after telephoning RBS) that the day and time had been changed from a Thursday morning to a Wednesday afternoon.

## **INSURANCE**

NB Movies had put in a request to have the projector, screen, blinds and sound system recently installed in the main hall added to the Community Centre Insurance policy. Ken Gordon advised that he had made inquiries with our Insurer and this addition was likely to cost the Centre in the region of an extra £250 per annum. Tracy and Kirsty advised that both the Playgroup and Special Needs Playscheme pay their own insurance for items left in the Centre. Robin thought there may be an exception in their case as the equipment is actually permanently installed in the Main Hall and not just stored in a cupboard. Also, there was the fact that this equipment can be used for other users of the Centre. Questions were asked if any items included on Community Centre insurance should be owned and maintained by the Centre. As the NB Movies equipment is neither owned or maintained by the Centre, should we be insuring it.

As the Centre Insurance was due for renewal in the next week, it was decided that NB Movies would insure the equipment themselves meantime and this would be reviewed at a later date.

## **P C PURCHASE**

The Committee was advised that, due to East Lothian Council policy, Linda was unable to use the computer and printer currently situated in the office area. Also, as a non-Council employee, she does not have access to shared drives or email system. Linda is currently having to use a laptop and small stand-alone printer.

The Committee were asked if they would be happy to authorise expenditure to purchase a PC, printer and software package for Linda's use. They were happy to do so. Jim Goodfellow suggested that the most cost effective would be to go direct to Dell.

In relation to Shared Drives, the group discussed various possibilities, but no solution has yet been found. More research requires to be done in this regard. Jackie suggested contacting Antony Charles to discuss possibilities.

## **AGM SPEAKER**

Katie advised that a speaker was required for the AGM on Thursday 6<sup>th</sup> June 2019. It was agreed that this would be a member of NB Movies. As well as giving a talk it was agreed that a short film would be shown to demonstrate the new equipment which has been installed.

## **TV LICENCE**

Katie advised that we had received a renewal notice for a TV Licence. As the only TV in the Centre (in the Coffee Lounge) doesn't have an aerial and can only be used for showing DVDs, there was a question over whether we actually need to have a licence. Frances/Linda were asked to telephone the TV Licence Centre to make enquiries.

## **NBCC MANAGEMENT COMMITTEE CONSTITUTION AND ACTION PLAN**

Members were reminded that there is a meeting arranged on 6<sup>th</sup> May 2019 at 7pm to discuss/review the above. A copy of the current documents are attached.

## **NBCC WEBSITE**

At the last meeting, Jessica Da Costa offered her assistance with this. As she was not at this meeting, it was agreed that Katie would contact Jessica to enquire if there was any update.

## **NB MOVIES**

The first Film Night is scheduled for Saturday 18<sup>th</sup> May. Robin advised that they were still unhappy with the idea of asking everyone attending to sign in. Katie pointed out that this was a condition of let and that all parties using the centre were required to keep a Register of Attendees. Robin agreed that they would do this for the Film Night on 18<sup>th</sup> May, but that this would be re-visited thereafter.

## **NURSERY BUILDINGS**

Jim Goodfellow advised that there was still no definite date for the Nursery moving premises.

## **LIME GROVE SITE**

Jim Goodfellow advised that the request for Community Asset Transfer had been turned down.

Kirsty said she had been approached asking if the Management Committee would be prepared to give a statement in support of the Community Asset Transfer. It was felt that this may not be advisable as it may take away groups/business/income from the Community Centre. It was agreed that a statement could not be given without more information provided about the application and reasons for being turned down. Kirsty has contacted Lesley Kay for more information.

It was agreed that we would re-visit this at the next meeting.

## **ANY OTHER BUSINESS**

Paul Duffney tabled a request from Robert Galbraith who was involved with the Car Sharing Scheme. Apparently, he has now got a Tri-Shaw, and is looking for premises to store this. Paul asked about the possibility of erecting a shed in the Nursery area approximately 3 metres by 2 metres. It was decided this could not happen at the moment. Once the Nursery has moved on, this can be re-visited.

It was suggested that Robert Galbraith contact Melanie Kay (Beach Wheelchairs) to see if she had any suggestions.

## **DATE OF NEXT MEETING**

Members agreed that, as we have the meeting on 6<sup>th</sup> May to discuss the Constitution/Action Plan and then the AGM on 6<sup>th</sup> June, it was unlikely we would be able to fit in another regular Committee Meeting before the summer holidays.