

MONDAY 11th MARCH 2019

PRESENT

Kirsty Milne (Vice-Chairperson); Ken Gordon (Treasurer); Robin McEwen; Lauren Robertson; Tracey Cunningham; Jim Goodfellow; Jackie Tagg; Jessica Da Costa; Rosie Bennett; Audrey Steel

In Attendance

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

Apologies were received from Nicky Fox (Chairperson) and Paul Duffney

MINUTES OF PREVIOUS MEETING, 21st JANUARY 2019

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

COMMUNITY DEVELOPMENT OFFICER'S REPORT

Katie discussed with the Group, the fact that East Lothian Council have advised that the Centre is to be closed in order that work can be carried out to install a new Fire System to the building. The Contractors will begin work on Monday 18th March 2019.

Week beginning 18th March and week beginning 25th March, the upper floor of the Community Centre cannot be used. Admin staff are attempting to relocate groups already booked in. Where this cannot be done, groups are being advised they will have to cancel/re-schedule.

Week beginning 1st April and week beginning 8th April, the Community Centre will have to close. Groups are being contacted and either alternate accommodation found or meetings cancelled/re-scheduled.

Thereafter, work will be carried out in the Nursery School section of the building. It is hoped the Centre will be back to full use on 23rd April 2019.

It was agreed that the Pottery Tutor and the Art Tutor would still receive their full wages for the classes that were to be cancelled.

FINANCE REPORT

Income for January and February 2019 amounted to £2,347.75. Rent for room hire £1,519.75; Enrolment fees £807; Donation for the kindness fund £18 and Photocopying charges of £3.

Expenditure for January and February 2019 totalled £3,519.86. Christmas Cheer expenses paid out in January totalled £179.20. Kindness Fund expenditure £974.83. This figure included payments for Holiday Hunger lunch for families during the school holidays £115.34; Gas and Electricity payments £390; Restocking food cupboard £416.99 and petrol expenses £52.50. Tutor's wages and the Administration Assistant salary £1,437.36; Annual Performing Rights Society licence £649.46; Family resources and snacks for groups £214.84; Repair to the Pottery Kiln £228 and Cleaning Materials £21.92. Stationery items £48.11, storage boxes for decorations £44.90, sympathy flowers and cards to tutors £38.58, watercooler costs £18.96, sketchbooks for Junior Art class £12 and a class refund to a pottery student of £6.50.

During the period, we withdrew £300 cash from the RBS Current Account to provide cash in the petty cash box to cover outgoing expenditure from the kindness fund.

The balance sheet as at 28th February 2019 shows that the committee are holding funds of £77,358.51, with £54,419.64 available for general use and the remainder is restricted for specific purposes.

Restricted Funds

With regard to the restricted funds for the period April 2018 – February 2019, net spending on the kindness fund was £1,241.46; Communities and Families £3,348.42; NHS Scotland Health Fund £934.08. Christmas Cheer received a net profit in the year of £314.05.

The balances as at 28 February 2019 were – Kindness Fund £185.34; Communities and Families £1,511.54; NHS Scotland Health Fund £755.06 and Christmas Cheer £1,149.78.

Looking at the accounts from the beginning of the Financial Year; 1 April 2018 – 28 February 2019, the income received is £25,115.77 and expenditure is £16,937.21 leaving a net profit for the year to date of £4,290.34.

March is the end of our Financial Year and the Community Centre accounts will then be ready to give to the independent examiner, Elaine Alsop. She will then check and prepare the final accounts ready for submission to Oscar later in the year after the AGM.

HEALTH AND WELLBEING PILOT PROJECT UPDATE

Tackling Loneliness Project – project worker has been appointed (name will be shared after formal acceptance of job offer), Anticipated they would start in post in April 2019. Project worker will be employed for 14 hours per week and have a desk space within the Lighthouse in North Berwick, with remote working from the doctor's surgery and other identified spaces as the work evolves.

Website – northberwickhealthandwellbeing.co.uk should be live by the end of the month, can register interest now (online) for notification when it goes live.

Enjoy Leisure Creche Closure – live Petition 'Keep our Creche' online for people to show support. Impact of creche closures, on single parents, parents who experience low self-esteem, post-natal depression, don't have family members close by – to promote both their mental and physical well-being. Push from the Health & Well-being partnership to support this movement.

Toilets on the High Street – Jim Conway has been working with shops on North Berwick High Street to promote better access to toilet facilities. Shops will now show a logo in their shop windows if they have toilet access for visitors.

NORTH BERWICK COMMUNITY CENTRE WEBSITE

The Committee were advised that Stephen D'Agostino has intimated that with effect from 1 May 2019, he will no longer support or host the website www.northberwickcommunitycentre.org.uk.

As the website has not been working to it's full potential for quite some time, it was agreed that a new website should be set up. It was felt that this should be done by a professional who would remain available to advise and assist in an on-going capacity. Suggestions for a suitable company/individual should be emailed to Katie. Jessica Da Costa offered her assistance with this.

NORTH BERWICK MOVIES

Robin McEwen advised that NB Movies now had a shortfall of funding caused mainly by having to pay Contractor and janitorial costs for Saturday working. The Management Committee had originally agreed to contribute £1,000 to NB Movies. They have asked if this could possibly be increased to £1,954.63. Members of the Committee were asked to email their views on this to Katie and Kirsty by close of business on 12th March 2019. As soon as a decision is made, a cheque should be issued to NB Movies as soon as possible.

The possible purchase of new chairs was then discussed. It was agreed that several of our existing chairs were worn or damaged. It was decided that before purchasing new chairs, an audit should be taken of all existing chairs. It was also mentioned that any purchase of new chairs should take into account the fact that they need to be relatively easy to move around to ease the job of the janitorial staff. Also, storage facilities for the chairs is to be looked into before any additional chairs are purchased.

KINDNESS CO-OPERATIVE

Audrey Steel asked how people were referred. This is generally through Social Work or Tenancy Support Officer. Going forward, it was suggested that people would be referred in the first instance to the Citizens Advice Bureau. They would then be given a form signed by an official at CAB which would be handed in to the Community Centre before any assistance was given. Jim Goodfellow suggested it might be beneficial to run a budgeting course in order to assist people in making their money go further and last longer.

Katie advised that the girls who were here for their Duke of Edinburgh Award had been a great help with the Kindness Co-operative.

It was decided that a sub-group should be set up to discuss the way forward. Audrey, Rosie, Kirsty and Katie agreed to be on the sub-group.

POTTERY KILN

The Committee were advised that a request had been made by Diana Hoare, Pottery Tutor for a replacement Kiln. The existing kiln has had several repairs over recent years. The suggested new kiln would be a front-loader which would be less strain on the back of the kiln packer. It is thought the new kiln would cost in the region of £6,000. The committee were in agreement to this being purchased. East Lothian Council were to be advised prior to the order being placed.

NURSERY BUILDINGS

The Committee were advised that there was no further news on a date for the Nursery move.

ANY OTHER COMPETENT BUSINESS

It was agreed that the NBCC Management Committee Action Plan and Constitution required updating. The Committee is to meet on 6th May 2019 to discuss.

DATE OF ANNUAL GENERAL MEETING

The Annual General Meeting will be held on 6th June 2019 at 7pm in the Community Centre.

DATE OF NEXT MEETING

The next meeting was arranged for 29th April 2019 at 7pm in the Community Centre.