

NORTH BERWICK COMMUNITY CENTRE MANAGEMENT COMMITTEE MEETING

Held on Monday 26th August 2019 at 7pm

PRESENT

Ken Gordon (Treasurer/Stroke Club); Ross Anderson (Combat Cardio); Jackie Tagg (Lip-Reading); Tracey Cunningham (Playgroup); Audrey Steel (Community Council); Margaret McMillan (Wednesday Art Group) and Jim Conway (North Berwick Movies - representing Robin McEwen)

In Attendance:

Katie Nevans (Community Development Officer & Centre Manager); Linda Wills (Admin Assistant to the Management Committee)

APOLOGIES

Nicky Fox (Stepping Out); Kirsty Milne (Special Needs Playscheme/Star Youth Club); Robin McEwen (North Berwick Movies); Paul Duffney (Men's Shed); Diann Govenlock (Community Learning & Development Team Leader); Jessica Da Costa (Brownies)

In the absence of the Chairman and Vice-Chairman, Katie Nevans chaired the meeting. She welcomed the new members, Ross and Margaret to the Committee.

ACTION

MINUTES OF PREVIOUS MEETING. 29TH April 2019

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

MATTERS ARISING FROM PREVIOUS MEETING

PC Purchase Jackie Tagg asked if the PC equipment had been purchased for the office area for Linda Wills' use. Linda advised the Committee that the equipment had been purchased and installed and that she was delighted with it.

TV Licence Jackie Tagg asked if the TV Licence issue had been resolved. Katie advised that, after several phone calls it has been agreed that we do not require a TV Licence.

Constitution & Action Plan This is still an outstanding issue. Katie to arrange a further meeting to discuss. Katie

NBCC Website This is still an outstanding issue. Ross Anderson has offered his assistance with this and Katie will liaise with him. Katie/Ross

NB Movies The question of keeping a register of attendees was again raised. It was agreed that Katie would speak to the Council Fire Officer again on this issue. Katie

COMMUNITY DEVELOPMENT OFFICER REPORT

Katie advised that she recently held an all day "Bringing Books to Life" which was very well attended and much enjoyed by all who attended. Tracey, who attended, advised that Paul who took the course had made it very interesting and enjoyable. As Katie had received lottery funding, a lunch was also provided.

Several training days have been pencilled in, awaiting final dates. These include Food Hygiene, Child Protection, Paediatric First Aid and Emergency First Aid.

ACTION

Katie advised the group that her department are currently under review and this could potentially result in a change for her and consequently for the Centre and Group. This review is still ongoing and Katie will advise the Group when a result is known.

Katie

The new term for Children's Classes will begin week commencing 23rd September 2019. Registration will take place on Thursday 5th September 2019 in the Main Hall at 6pm. Classes scheduled include Computer Game Design and Introduction to Stop Motion Animation on Mondays; Junior Art on Tuesdays; Junior Pottery on Wednesdays, Thursdays and Fridays and a new Kids Science class on Fridays. The Computer Game Design & Introduction to Stop Motion Animation classes will be run by an outside Company. Katie will be running the Science classes.

Katie advised that the new Pottery Kiln had been delivered and installed but there were problems with it over heating at times. Diana is dealing with the Company who provided and installed to have this fixed before the start of classes.

Katie/Diana

The Committee were concerned with the fact that the main lift keeps breaking down and is really very unreliable. It was agreed that Katie would check if it was still under warranty and look into having it repaired/replaced.

Katie/Frances

The question of what happens in the event of a fire in the building, particularly for disabled users, was brought up. It was acknowledged that really the upstairs section of the building was not at all suitable for people in wheelchairs or with mobility issues. Katie advised that we were supposed to be getting two Evac Chairs. Everyone on the Committee were agreed that they did not see this as a viable option. It was suggested that perhaps some form of ramp could be installed instead of the steps between the Main Hall and the Small Hall. Jackie raised concerns that fire procedures in the building were unclear and at least one tutor was not sure what to do where there were people with mobility issues. Jackie asked if a meeting could be held with Katie, a member of the Management Committee and the East Lothian Council Fire Officer to review the fire action. Katie mentioned that the Fire Officer did drop in to the Centre periodically, but agreed to look into this further.

Katie

Katie advised the Group that she had been contacted by East Lothian Council with regard to installing points for electric cars in the Community Centre Car Park. Initially, the Council were wanting to put in nine points, but Katie had said a maximum of four would be more realistic as nine would use up too much space in our already busy car park.

FINANCE REPORT

See separate document attached.

KINDNESS CO-OP

It was explained to the Group that this really falls into two separate categories. There is the shelf unit at the door of the Centre. This was originally intended for local people when doing their weekly shop if they bought a three-for-two or a buy one get one free, they could donate the spare item to the shelf. People who were then in need, could come and help themselves in an emergency. This system has rather fallen by the wayside, so Katie has been using funds from the Kindness Co-op to top this shelf up on a regular basis.

The Gas/Electricity payments have not been given out much over recent weeks. It was agreed that requests for these payments had to come to us through a third party i.e. Citizens Advice Bureau, Social Work etc. In the event of there being no-one in the office, Kirsty Milne is authorised to give out these payments.

Food Bank parcels. When someone comes in requesting a Food Bank parcel, they have to fill out a form which we then scan to Tranent who then make the decision whether to hand out. If it is passed by Tranent, they will send the food parcel down to us and we will hand out.

ELEVATE GYMNASTICS

ACTION

Katie advised the Group that she had been approached by Elevate Gymnastics who hold a class for children in the Centre every Friday afternoon. Elevate are hoping to purchase some new equipment for the class as the equipment held in the Centre is unsuitable/unsafe. The Group agreed that we would contribute £200 towards the purchase of the Flex Roll Mat. The mat would be available for other groups to use in the Centre. If/when Elevate no longer use the Centre, the mat would remain here for our use. Elevate would buy and own the rest of the equipment.

NB MOVIES

Jim Conway proposed that the NB Movies would like to hold a once a month free matinee film screening for all centre users, potentially on a Wednesday afternoon. This would include food and social time as well as a film showing. It had been suggested Rod Bunney might provide food. This was agreed in principal but was to be followed up by Jim/Robin speaking with Katie and Rod Bunney to arrange a suitable day/time etc.

Katie/Robin

Jim Conway asked that for Film Nights could a register be replaced by a simple headcount combined with a sweep of the rooms used during a film showing (Main Hall, Kitchen, Toilets. Katie to raise with East Lothian Council Fire Officer.

It was agreed that NB Movies would arrange training for other groups using the Centre so that they can use the equipment.

ANY OTHER BUSINESS

Tracey advised the Group that Playgroup/Nursery provide an outdoor group for children usually afternoons in the Lodge Grounds. Currently, they use the toilet facilities in the café in the centre of the Lodge. This facility is now shut and is up for sale. The Care Inspectorate require them to state where the children would have toilet facilities. Tracey asked if the Committee would agree to them using the back entrance by the play area. The Committee agreed to this.

Katie/Tracey

DATE OF NEXT MEETING

The next meeting was arranged for 7th October 2019 at 7pm in the GP Room at the Community Centre.