

# NORTH BERWICK COMMUNITY CENTRE MANAGEMENT COMMITTEE MEETING

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

## PRESENT

Nicky Fox (Chairperson/Stepping Out); Ken Gordon (Treasurer/Stroke Club); Jackie Tagg (Lipreading); Ross Anderson (Combat Cardio); Tracey Cunningham (Playgroup & Support from the Start); Jim Goodfellow (First Responders); Jane Nelson (North Berwick Movies – representing Robin MacEwen);

## In Attendance

Katie Nevans (Community Development Officer & Centre Manager); Diann Govenlock (East Lothian Council Community Development Service); Linda Wills (Admin Assistant to the Management Committee)

## APOLOGIES

Kirsty Milne (Special Needs Playgroup); Maggie Blackie (Wed Art Group); Robin MacEwen (N B Movies)

## MINUTES OF PREVIOUS MEETING 26<sup>th</sup> August 2019

A small change was made to the original Minutes stating that, although Kirsty can approve Gas/Electricity payments, she does not have access to the Cash Box and therefore can't actually hand out cash. The Minutes of the previous meeting were otherwise accepted as an accurate representation. Proposed by Tracey Cunningham and seconded by Ross Anderson.

## ACTION

## MATTERS ARISING FROM PREVIOUS MEETING

**East Lothian Council Community Development Service** – Diann Govenlock advised the Group that the deadline for the next phase of this review is 21<sup>st</sup> October for implementation on the 7<sup>th</sup> November. Diann and Katie will advise the Group when any decisions are made. Diann/Katie

**Pottery Kiln** – Katie advised the Group that the problem with the new Kiln Not heating up properly has now been fixed and was all working perfectly. There is a five year warranty with the new kiln.

**Children's Classes** – The new term for Children's Classes began on 23<sup>rd</sup> September. Unfortunately, the School's did not pass the information to the pupils/parents so the uptake for places was not as good as we had anticipated. We had also advertised for Tutor's for the Science Explorer's Class but had no responses. Katie is now covering this class until we can recruit for the position. Unfortunately, the Tutor who was providing the Junior Art class advised us the day after registration, that she was no longer able to provide this service. As we already had several children signed up for this class, Katie is now covering until we can recruit for this position. Katie

**Lift Function** – The Committee were advised that since the last meeting, there have been no problems with the lift. Katie also clarified that the lift is no longer under warranty but any repairs are paid for by East Lothian Council.

**Fire Procedure** – The question of what to do in the event of a fire is an on-going issue. Katie advised that all Groups who use the upper floors of the Centre regularly were advised that if they had someone with mobility issues coming along, they should be given a form to complete indicating how they would wish to be treated in the event of a fire and that the office should be made aware. The general rule of thumb is that, as the Fire Doors give a generous 'safe period', they should stay in the room until the Fire Service were able to get to them. It was agreed that Katie would arrange for all groups to be reminded of the Fire Procedures. Katie would also review the signage in the Centre. Katie

**Car Park – Electric Car Charging Points** – There is concern over the Council wanting to place up to nine charging points in the Centre Car Park. Jim Goodfellow pointed out that this was totally unacceptable as for each point, we would lose one and a half parking spaces. It was felt that a maximum of two points would be sufficient. Jim agreed to discuss this with his colleagues at the Council.

Jim

**Kindness Co-op** – Katie advised the Group that the Kindness Cupboard was still being used by a small number of people, but that the Duke of Edinburgh teens who had been keeping it stocked, have completed their volunteering period. We have stopped requests for Gas/Electricity payments due to concerns from the committee that we were creating dependency.

**Elevate Gymnastics** – The new equipment has now been delivered and is in use.

**NB Movies** – At the last meeting, Jim Conway advised that they were considering holding a matinee film screening preceded by a meal and social time. Jane advised that they held the first of these matinees on Wednesday on 2<sup>nd</sup> October showing the film Paddington 2 and had around 20 people attending. It is anticipated this will be a monthly event.

Jim Conway had asked if, for Film showings, a simple head-count could be done instead of a Register. Katie advised that she had discussed this with the Council and they were happy for a head-count to be taken.

#### **RECRUITMENT OF VICE-CHAIR, SECRETARY & INDIVIDUAL MEMBERS**

The Group were advised that an email had gone out to all Groups currently using the Centre, requesting nominations for Vice-Chair, Secretary and Individual Members. Linda advised that there had been no responses to this email.

Nicky advised that she had approached Robin MacEwen to ask if he would take on the role of Vice-Chair. She would let us know his response.

Nicky/Robin

Ross Anderson agreed to take on the role of Secretary. As Linda already does the bulk of the Secretarial work, this post would need minimal input from the representative.

#### **COMMUNITY DEVELOPMENT OFFICER REPORT**

See separate report.

**Children's Classes** - It was agreed that an advert for the positions of Tutor for the Junior Art and Science Explorer's classes should be distributed to as many outlets as possible with a view to holding interviews and recruiting to these positions as soon as possible. To date, these posts have only been advertised on Facebook. The Committee agreed that these should be made available to as wide an audience as possible. Katie advised the group that she currently had two notes of interest for the Art Tutors role and when the time came for interviews to be held, someone from the Committee would need to attend.

**First Aid and Food Hygiene Courses** – It was noted that, although several people had put their names down for these courses, more than half the people didn't turn up on the day. It was agreed that in future, payment in advance would be required before names would go on the list.

**Admin Cover/Frances Retirement** – Katie advised that, although it was anticipated that the Council would employ another Admin Officer, this could take several months before someone was actually in post. Katie asked the Committee if, in the interim, they would be prepared to pay Linda for her additional hours rather than having time off in lieu as this would leave the office with no cover. The Committee agreed to this proposal.

## FINANCE REPORT

See separate report.

## REVIEW OF KINDNESS CO—OP

The review of the Kindness Co-op suggested at the previous meeting by Audrey Steel had not taken place and Audrey has by all accounts resigned from the community council. This will be added to the Agenda for the next meeting.

Katie/Audrey

It was suggested that the existence of the Kindness cupboard and a call-out for contributions could be added to the new NBCC website.

## NBCC MANAGEMENT COMMITTEE ACTION PLAN & CONSTITUTION

It has been agreed that the Constitution and Action Plan require to be updated. Katie and Diann will look into this and get back to the Committee.

Katie/Diann

## LAW QUILTERS EXHIBITION

Law Quilters exhibition is running on Saturday and Sunday in November and all the funds raised are being shared between NB Day Centre and NB Beach Wheelchairs and depending on how much, possibly another group as well?

Would the committee consider waiving their fees for the hire of the halls on Saturday and Sunday (£376) as Law Quilters will be paying the extended let fees of £25 per hour levied by East Lothian Council, for the hire of the centre at the weekend. This was agreed by the Committee.

## COMMUNITY CENTRE WEBSITE

Ross advised that he had now set up a new website for the Community Centre which is now available. [www.nbcc.org.uk](http://www.nbcc.org.uk). He has set it up so that individual groups each have their own page which they can edit/update. Any updates would require to be passed by the Website Administrator (currently Linda Wills). An email to be sent out to all Groups advising them of the website and if they want to edit their own page, they should email Linda.

Ross/Linda

## NB MOVIES

Jane Nelson advised that the monthly showings were going well and were being very well attended. She also advised the group that NB Movies had put on films for the Nursery and the Playgroup which had gone down very well.

## ANY OTHER BUSINESS

**Nursery Building** – It was suggested that an official letter be sent to the Council putting forward our desire to take over the Nursery building after their move to Law Primary site. Nicky agreed to write to Willie Innes at the Council.

Nicky

**Playgroup** – Tracey asked if a cupboard could be built in the Main Hall to accommodate the children's coats, shoes etc. It was agreed that this should be priced by a Council-approved joiner before being passed by the Committee although the Committee agreed in principle.

Tracey/Katie

## DATE OF NEXT MEETING

The next meeting was arranged for Monday 18<sup>th</sup> November 2019 at 7pm in the GP Room at the Community Centre.