

North Berwick Community Centre
Management Committee Meeting (on Zoom)

Minutes of NBCC MC Meeting – 01/02/2021

Present – Nicky Fox (Chair), Jim Conway (Vice-Chair), Ross Anderson (Secretary), Ken Gordon (Treasurer), Kelly Evans, Tracey Cunningham, Jane Nelson, Cathie Wright, Kirsty Milne, Doug Haig, Jim Goodfellow

Apologies – Katie Nevans

AGENDA

1. Apologies
2. Minutes of meeting – 27th October 2020
3. Matters arising from previous meeting
4. Correspondence received for Management Committee
5. Centre Manager's Report (as Katie is unavailable next week (Happy holidays Katie!) please find this attached)
6. Finance Report
7. NBCC Management Committee Performance, Action Plan, Constitution
 - a. MC Membership & Handbook – Office Bearer and Member roles and responsibilities
 - b. Becoming a SCIO. In order to fully define purpose and objects within updated constitution, initiate discussions about direction of the centre with view to detailing what we are looking to provide to community and also look to ascertain what the community and wider area may want/need by carrying out a consultation.
8. AOCB
 - a. Management Committee Laptop
 - b. Portacabin – a happy ending.
9. Date of Next meeting

General

Nicky welcomed everyone and invited all attendees to provide a short introduction for the benefit of new members of the committee.

2. Minutes of meeting – 27th October 2020

Previous Minutes: Proposed – Nicky Fox. Seconded – Jim Conway

3. Matters arising from previous meeting

Action (carried forward): Katie – pass on “Connected Communities Framework” to committee – this will provide some view of the organisation of ELC Connected Communities.

Action (carried forward): Ross – send out communication to groups and members thereof requesting they register as members of the centre.

4. Correspondence received for Management Committee

No notable correspondence received since last meeting.

5. Community Development Officer Report

As **Katie** could not attend, she provided a written report in advance. Summary of report:

- Centre down to 3 operational days - Monday, Wednesday & Friday, 10am to 4pm with the Resilience Hub open from 10am to 3pm. Tuesday and Thursday now worked from home (Susan Woods currently working from home full time).
- 40 households currently supported by the Resilience Hub with numbers rising through referrals from local tenancy officer, local support officer, local health visitors, local family worker, Social Work department, local counsellors, careers service and the Christians Against Poverty.
- £7126 of additional funding attracted for the Christmas Cheer project including a donation of £5000 from The North Berwick News and Views page.

Ken Gordon highlighted that over £1500 was received into the Christmas Cheer project fund from North Berwick Christian Fellowship

Work completed:

- Measuring up for new Velux windows in the main hall (these are to improve ventilation and will be electrically controlled)
- Doors and railings have been painted (by contractor)
- Windows released where possible and then painted (by contractor)
- Soezelen room painted (by Kenny) – this is now a temporary meeting space
- Cupboards in the coffee lounge painted (by Kenny)

Work planned:

- Sanding and sealing of floors
- Decorating of small hall and entrance corridor
- Resurface of Car Park. *(No time frame as yet - carried forward from previous meeting notes)*
- Replace ramp from main hall – this will also entail replacement of the exit door (currently two doors and should be a single door) *(No time frame as yet - carried forward from previous meeting notes)*

Jane Nelson queried if black-out blinds were being fitted to the new Velux windows that were replacing the old skylights.

Jim Conway observed that black out blinds would stop the flow of ventilation which is the primary purpose of the Velux windows being fitted - on further discussion it was concluded that they could provide ventilation whenever required but potentially not when the blinds were closed.

Action: Doug Haig – check if blinds are going to be fitted to the new Velux windows.

6. Finance Report

Ken Gordon provided a summary of current finances and gave detail of a loss of income report that was carried out for all local centres. The loss of income report showed that the centre is currently making a loss of just under £25000 per annum (based on profits from previous years) with this linked primarily to the centre being unable to take bookings from groups who would normally use the centre. In spite of this, the centre's accounts are still in a healthy state and as such could withstand a further period of restriction, however this cannot be sustained indefinitely.

Jim Conway asked who should have oversight of the Christmas Cheer fund and wanted to ensure that this was being spent appropriately. Ken responded to advise that this fund was a restricted fund and ringfenced for families in need during the Christmas period. Nicky suggested that this could potentially be used throughout the year for the same purpose and it was agreed that this would require further discussion.

Action: Nicky, Ken and Katie – discuss further and potentially reach out to donors to check it would be feasible for these funds to be used in other times of need during the year

7. NBCC Management Committee Performance, Action Plan, Constitution

a. MC Membership & Handbook

The Welcome Pack was discussed briefly and it was acknowledged that this will need to be updated as part of move to SCIO.

Action: Jane and Cathie to feedback to **Ross** with any comments around the current Welcome Pack

b. Becoming a SCIO

A general discussion was held around objects for inclusion within our new Constitution to be used when moving to SCIO. It was agreed that we should aim to keep objects broad if possible and ensure to speak to current groups and centre users, potential centre users and the wider community to ask what may be needed from the centre in addition to any existing services/facilities.

Kirsty Milne suggested that we pose a question along the lines of “What are your priorities post COVID?”

Jim Conway suggested one of our Objects should be to work with the Area Partnership.

Kelly Evans advised we contact Hilary Smith to follow up on this.

Doug Haig suggested that we review the Constitution of the Haddington Bridge Centre as he felt that the object in this were quite broad and could be a good reference point.

Ken Gordon reminded members that we have the opportunity to enlist the support of Elaine Alsop (for a fee) to assist with move to SCIO.

Action: Jim and Ross – review Bridge Centre constitution

Action: Nicky – reach out to Hilary Smith about Area Partnership

Action: All - consider objects that should/could be included in the constitution for further discussion at the next MC meeting.

8. AOCB

a. Management Committee laptop

The MC laptop was now running so slowly it was almost unusable (as reported by **Susan Woods** to **Ken Gordon**).

Ross Anderson took possession of the laptop over the weekend prior to this meeting, ran some health checks and general maintenance routines then upgraded the hard disk which has fixed all current issues. Although this is now very much useable again, due to recurring issues with this (and the related inconvenience of not having any remote method of managing accounts) it was agreed by committee members that we should aim to move to online banking and a cloud version of QuickBooks as soon as feasible.

Action: Ken Gordon and Susan Woods – investigate moving to online banking and cloud version of QuickBooks.

b. Portacabin – a happy ending

Nicky Fox reported that Stepping Out's Kindness portacabin has been successfully re-located to a site donated by Jerba Campervans at Halfland Barns and gave thanks to **Ross Anderson** of the MC, **Melissa at the Mart** and **Simon Poole of Jerba Campervans**.

9. Date of next meeting – Monday 1st March 2021 @7pm.

Where possible meetings will be held on the first Monday of each month.

These will continue to be run via Zoom until such time as we can get back into the centre.