

North Berwick Community Centre
Management Committee Meeting (on Zoom)

22nd September 2020, 1pm start

Present: Nicky Fox, Angela Smith, Kelly Evans, Ken Gordon, Ross Anderson, Robin McEwan (from 1.50pm), Katie Nevans (from 1.50pm)

Apologies: Jim Conway, Paul Duffney, Tracey Cunningham

Minutes. Proposed: ?? , Seconded: ??

Action Log

All items carried forward

Abbreviated agenda agreed in order to prioritise discussion of SCIO:

1. *Legal Profile/Personality of the Centre and the Management Committee – should we change to become a SCIO (Scottish Incorporated Charitable Organisation)?*
2. *AGM – pencilled in for the 12th December – how should/can this be hosted e.g. partial attendance in the centre or another location with video conference facilities for remote attendance?*
3. *AOB (time permitting)*

1. SCIO

Nicky gave a refresher on proposed move to becoming a SCIO and highlighted that in our current position as an **unincorporated voluntary organisation**, this made the centre ineligible for certain funding, one such fund being the ELC Capital Fund.

Ken reminded members of previous discussion with Elaine Allsop (our auditor) who had offered assistance with a move to becoming a SCIO suggesting we take her up on this offer. Daily rate for this assistance would be £400 with an estimated timescale of 2 days, with said timescale linked to the amount of involvement from members, with more involvement potentially reducing this.

Angela provided some background information on the SCIO journey of the Playscheme given they are already in the midst of this process, advising that they were being guided by Elaine Allsop and that her support in this has been invaluable.

- Vote taken by committee members present on moving to become a SCIO – all in favour giving 6 ‘Yes’ votes. Offline vote in favour also already received from Jim Conway taking current total number of ‘Yes’ votes to 7.

Action:

Remaining votes to be provided offline by close of play on Friday 25th September.

- A further vote was taken on using the services of Elaine Allsop to assist with our potential move to become a SCIO. All in favour, as such 6 ‘Yes’ votes obtained from committee members during the meeting.

2. AGM

Related to Agenda Item 1, Ross, Robin (and a.n.other) to create a draft SCIO constitution, using the SCVO model constitution template as base for this, for circulation (along with additional SCIO information) to all members to allow for review prior to the AGM with aim of taking a vote on moving to SCIO during the AGM.

Action:

Ross, Robin and Jim to create a draft SCIO constitution

3. AOB

3.1 Snoezelen room

Nicky suggested that given the current COVID-19 restrictions we could temporarily strip out and re-purpose the Snoezelen room to create an additional more private meeting space within the centre. This would require removal of centre items being stored within and include the removal of the floor and wall pads/mats, loose pads/mats, bean bags and bubble tubes etc. Replacement of the existing carpet is also likely required, or merely removal of the existing dependant on condition of the underlying floor surface.

Angela said that Playscheme (who own the majority of equipment within the Snoezelen) would be supportive of this temporary change of purpose and requested that any Playscheme owned Snoezelen room specific items removed be put into storage. Angela also requested that the current store cupboard in the room be retained and remain accessible to the Playscheme – this was agreed. Angela also suggested that a washable floor surface may be more suitable.

In terms of storage, Katie raised concern about lack of available/suitable space within the centre.

Nicky suggested that the Council Chambers could potentially be used to temporarily store the items moved out of the Snoezelen room. This was supported by Kelly who confirmed that there should be plenty of space. Katie advised that it may be a struggle to get some bulkier items through the doors of the Council Chambers, so some shuffling of items currently being stored in the centre may be required.

Action:

Katie to check with George Cunningham for any available funding to replace the floor covering and decorate the Snoezelen room once stripped out.

3.2 Car Park

It is hoped that the car park will be resurfaced soon.

Angela to forward details to Katie of an issue previously reported, for Katie to potentially pass to George Cunningham.

3.2.1 Freecycle Portacabin

When discussing the car park, Nicky reminded those present that the Freecycle Portacabin currently sited in 'The Mart' at East Linton needs to be moved by December – alternatives being that 'The Mart' buy the Portacabin from Freecycle or that 'The Mart' start to charge rent that is unaffordable to Freecycle for the land that it is sited on.

Action:

Nicky to check with Caitlin McCrory about planning permission and car park use.

Action:

Rather than waiting until the next meeting, this discussion is to continue offline via email in order to try and move this forward and arrive at a decision as to whether or not this will move to the car park at the centre.

3.3 Finances

Ken provided an update on outgoings over the last 6 months and advised that these had amounted to circa £5000 (covering insurances and staff salaries. Notwithstanding any unforeseen emergency expenses, this amount could be projected as an estimate for the next 6 months if we remain inoperable due to Covid-19 restrictions. Current fund balances are still healthy and this is not of great concern as yet.

Ken suggested that we set a threshold for approval requirement on expenditure. It was agreed that during the Covid-19 situation, purchases of

greater than £100 now to be approved by office bearers. Approvals could be sought via email.

3.4 Windows & ventilation

Where possible, windows that were previously painted shut have now been freed. These will now require re-painting and Katie will ensure that these do not end up being painted shut again in the process! In regards the windows in the ceiling of the main hall, Katie advised that estimated costs were likely prohibitive for replacing these with velux windows (hence the work that has now been done for releasing other windows) and that these were therefore more likely to be removed completely and/or tiled over. Nicky requested that these costs be shared with a view to the Management Committee potentially making a donation towards any remedial works for this or perhaps seeking funding from the NB Trust - Kelly suggested that NB Trust, Stella Moffat or the Area Partnership could potentially also be approached.

Action (ongoing):

Katie to forward on details of any proposed works to give the management committee the chance of providing funds for additional/improved options.

Action:

Katie to check with Neil Irvine as to the current state of play in regards the Velux windows in the main hall

3.5 Nursery building

Nicky raised a concern that a private nursery company could potentially approach the council and request use of the nursery buildings. With this in mind Nicky suggested that we write to Mark Nelson and Eddie Reid of the council Asset Management department to obtain a commitment for the Management Committee obtaining the nursery building.

Action:

Ross to draft letter to Mark Nelson and Eddie Reid

3.6 Fire Plan

Jackie Tagg was previously working with Katie to produce an updated Fire Plan for the centre. Given Jackie's recent resignation from the management committee, Ross agreed to pick this up and will liaise with Katie.

Action:

Ross to liaise with Katie in regards fire plan

3.7 Admin assistant post

Nicky asked if we should be looking to hire an admin assistant to replace Linda at this time. Ross advised that he was aiming to meet with Susan to discuss ongoing tasks, with a view to identifying any gaps for which an admin assistant may be required at this point or in the near future.

Action:

Ross to meet with Susan

3.8 Lease duration

Robin suggested looking into revising our current lease to secure a longer term.

Katie raised a concern about this needing to be changed once again when we hopefully secure the nursery space at the rear of the centre. In response, Robin suggested that a revised lease could potentially be created in a fashion allowing it to be amended to include the nursery at the time required.

Nicky advised that Caitlin McCrory had already been asked to speak to the Estates department at ELC in relation to this.

Date of Next Meeting (via Zoom): 1.30pm, Tuesday 27th October.