

North Berwick Community Centre
Management Committee Meeting (on Zoom)

24h August 2020

Present Katie Nevans, Ross Anderson, Nicky Fox, Ken Gordon, Jim Conway, Robin McEwan, Kelly Evans, Jessica da Costa

Apologies: Paul Duffney, Tracey Cunningham

Minutes of Previous Meeting.
Correction – minutes seconded by Tracey.

Minutes. Proposed: ?? , Seconded: ??

Action Log

10 – 11. Closed.

17. ELC had identified issues and were considering the best solution – Windows cannot be made to open. ELC discussing replacing windows in roof with remotely controlled Velux windows. Velux window would require blinds. Our preference is to have existing windows replaced. Ongoing.

24. c/f

25. On agenda. Closed.

27. Katie confirmed Invoice had been issued – and paid. Closed.

31. Carry forward.

32 – 33. Closed.

34. Proposal to move to Area Partnership. Meeting on 25th to discuss. Carry forward.

3.1 NBCC – Centre Manager Update

a) Resilience Group have been asked by ELC to wind down. There is still a need in the community for deliveries – but this is migrating to work under the Kindness Cooperative – although Katie is still being asked to formally submit briefing notes to Sandra & Caitlan (line managers).

b) Area Partnership have proposed moving Kindness Co-operative to the Area Health & Wellbeing, with resources coming from the Area Partnership. Bank account would follow to Area Partnership.

c) Katie informed us that Nicola Sturgeon and Scot Gove have still to release Community Centres from their lockdown. The ELC official response is:

“Caitlin presented a paper to the Corporate Management team of East Lothian Council and received agreement to the proposed approach to **restrict use of some buildings for**

limited/ELC priority use only and agreed that due to COVID our community buildings will not be opening to the general public for some time.”

Katie suggested that ELC were under pressure from Education to provide meeting places for ELC employees who would normally meet at the school (but are not allowed under current restrictions) – with Port Seton, Dunbar and North Berwick Community Centres being asked to provide meeting rooms.

Robin asked if ELC would be writing the Community Centres to inform them of this position? Katie said that she thought that Caitlan had done that – but was unsure who had received it. She had a copy of the email. Katie had been contacted, previous Friday, by ELC and asked how many rooms were available, and how the rooms could be accessed safely. Opening of community centres would be limited with Mental Health, Disability and Children Groups likely to open first.

Jim asked if that was the contact Robin had expected? Nicky thought that, while it would be nice of ELC to ask, the reality is that ELC are in complete control of the building – and would manage it to satisfy their new requirements. Jim asked Katy to distribute the Friday email so that the Committee could have sight of it. Nicky thought that it would be pointless – as the email was from Social Work trying to establish what resources we had – rather than official notification from Caitlan.

d) Car Park. Two charging points added (only one working at moment). Car Park open to public weekends only (3pm Friday – Sunday evening). There is an agreement in ELC that the surface of the carpark is sub-standard. George was recommending a total resurface. Jim asked that we had input in the layout of the carpark before they start re-lining for bays. Nicky agreed and suggested that we look at herringbone layouts and wider than minimal spec. Jessica suggested that the one-way system is made more obvious. Action Point – Katie.

3.2 NBCC – Management Committee Update

a) Action Plan. Nicky asked how we wanted to progress the draft plan that had been pulled out from our meeting in January?

After some discussion on progressing the Governance/Structure section (new Constitution required by December’s AGM if changing to a SCIO).

Look at ramp at front door before resurfacing of car park takes place. Action Point – Katie.

Everyone to read email of 6th July (Draft Action Plan) and prioritise points that we should look to progress now. Responses to Nicky.

Action Point – Robin to distribute updated draft Action Plan

b) Awaiting response from Insurance Company. Carry forward.

c) Letter to Centre Groups. Mixed responses on who would/could come back. We need to keep in contact with Groups to keep them informed as things change.

d) Jackie Tagg has resigned from the Management Committee. Linda Wills (admin assistant) has resigned effective from end-Aug. Nicky to organise flowers/cards to both. There was some discussion on recruiting a replacement for Linda later (when Centre opens), perhaps taking advantage of UK Gov schemes to part-fund new employees. Action Point – Nicky (perhaps in November).

e) Furlough. Jim C reported that he had claimed furlough three times. Next payroll for end-month. With adjustments for Aug overclaim.]

f) Proposed date for AGM is Tuesday 1st December 2020. Diann will ask if AGM could be held in the Main Hall. Decided it would be too difficult to run Zoom AND a physical meeting - so plan for meeting in Hall and have a Zoom meeting contingency.

g) Managing out of Lockdown. Will depend on ELC releasing the Centre.

4.0 End-of-Year Reports.

Accounts approved – and can now be signed off by Ken/Elaine and then sent to OSCR asap, and also for AGM later in December. Action Point – Ken.

Bank Accounts had a healthy balance at last financial year-end and Centre is financially secure this year - even if it remains closed.

It was agreed that there was no action required currently and we could arrange money account transfers for any improvements if/when they are required. References to specific projects should probably be removed and replaced with a more general statement of planned improvements

Gift for staff leaving – while everyone was comfortable with flowers/card for staff who are leaving being paid for out of charity funds, there was a brief discussion about whether it was appropriate to also pay the £100 gift voucher from these funds. Ken stated Elaine Allsop suggested small gifts paid in this way were not uncommon and should be clearly shown in the accounts. A vote was requested, and passed 4-2, with Robin and Jim voting against payment from charity funds and for Trustees to pay personally for the gift.

This year's accounts – deficit of £10,800 for the first five months of the year. Ken said that he would investigate and look to detail at the next meeting. Action Point – Ken. Ken had received documents from our Insurers on the claims process and would circulate by email – with responses back to Ken. Action Point – Ken.

Date of Next Meeting: 1pm, Tuesday 22nd September.