

North Berwick Community Centre
Management Committee Meeting (on Zoom)

Minutes of NBCC MC Meeting – 27/10/2020

Present – Nicky Fox, Jim Conway, Robin MacEwen, Katie Nevans (for first hour), Ross Anderson

Apologies – Tracey Cunningham, Paul Duffney, Ken Gordon, Kelly Evans

AGENDA

1. Apologies
2. Minutes of meeting – 22nd September 2020
3. Matters arising from previous meeting
4. Correspondence received for Management Committee
5. Community Development Officer Report
6. Finance Report
7. NBCC Management Committee Performance, Action Plan, Constitution
 - a. Update on proposed move to SCIO
 - b. Plan for AGM – blend of use of Zoom and physical attendance
8. AOCB
 - a. Freecycle Portacabin relocation (*additional information to be sought from Sally and circulated by Nicky prior to the meeting*)
 - b. AmazonSmile – letter received asking if we would like to sign up to receive 0.5% charitable donation based on Amazon purchases of customers who would like to support the centre – no cost to customers or the centre.
9. Date of Next meeting

General

Nicky voiced thanks to Ross for efforts over the last few weeks since advising that he would take on more tasks in relation to the Secretary post

2. Minutes of meeting – 22nd September 2020

Related to point 3.7 in the minutes of the previous meeting, **Nicky** asked about the Kickstart presentation that Ross had attended on 06/10/2020 – **Ross** provided a short summary and advised that the recorded presentation had been sent out on 08/10/2020. It was agreed that a further communication be sent out to seek agreement for us to provisionally apply to this scheme.

Action: Ross – send out communication to seek approval from wider committee

Robin requested that to be more specific the wording of para 1 be adjusted to refer to us an “unincorporated voluntary organisation” rather than a “CharitableTrust”

Action: Ross – update previous minutes (complete)

Previous Minutes: Proposed – Robin MacEwen. Seconded - Nicky Fox

3. Matters arising from previous meeting

Robin raised subject of ELC Support for writing constitutions – not clear at present if this support is actually available and if so who would we need to speak to about this.

Action: Nicky and Ross – create letter to Caitlin McCorrie to get further information

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

4. Correspondence received for Management Committee

No correspondence received since last meeting

5. Community Development Officer Report

Katie advised that Elevate Gymnastics have stated that they no longer have an instructor in the NB area, as such they have stated they may need to cancel their booking and move their equipment out of the centre. As the Committee made a donation towards their most recent purchase of new equipment, Nicky suggested that we look to secure a refund of this donation in the case that they do cancel and remove equipment.

Work completed:

Flooring in the Snoezelen Room has been replaced. Displaced equipment from the Snoezelen Room has been temporarily stored in the Kitchen/Coffee Lounge area. Agreement required from Kirsty and Angela of ELSNP as to what is going to happen with the Snoezelen room to determine where the Snoezelen equipment should go longer term (Council Buildings were previously suggested).

Action: Nicky and Katie to confirm with ELSNP about plans for Snoezelen room

Work in progress:

Painting outside of building – specifically window frames, gutters and drainpipes at this time.

Work planned (no time frame as yet):

- Resurface of Car Park.
- Replace ramp from main hall – this will also entail replacement of the exit door (currently two doors and should be a single door)

6. Finance Report

Ken was unable to attend – finance report to be circulated via email

Action: Ken to circulate finance report

7. NBCC Management Committee Performance, Action Plan, Constitution

a. Update on proposed move to SCIO

Robin, Jim and Ross continue to work on revised constitution – an early draft of this to me made available for the AGM

Action (ongoing): Robin, Jim and Ross prepare draft constitution ready for AGM

b. Plan for AGM – blend of use of Zoom and physical attendance

Format of the AGM was discussed and it was asked if we could have a hybrid where some people attend in person and include a video conference/dial in option. It was agreed that given the Covid-19 restrictions and potential technical complications of having multiple audio/video devices in the hall, that we should host the meeting online via Zoom (or another suitable online video conferencing solution) and forego any physical attendance. To aid this Ross suggested that he could provide some basic Zoom training to attendees upon request.

Proposed time and date of AGM is 7pm on Tuesday 1st December - notifications of AGM to be drafted to include Date, details of our intention to use Zoom (with email address to contact to register interest), offer of support in use of Zoom.

Nicky suggested that we could look to create a short presentation to show what has been going on in the centre whilst it has been unavailable for public use.

Robin brought up the subject of member registration as detailed in the current constitution (and required for any new constitution).

Action: Jim to speak to Elaine Allsop to confirm availability for proposed AGM date

Action: Nicky to speak to Katie about Resilience Response with a view to create a short presentation about this

Action: Jim to draft advert to go into the East Lothian Courier to notify of the AGM

Action: Ross and Katie to draft AGM notification pages for the Website and Facebook

Action: Ross/Susan to send out email notification to all groups and include request to register as members

**** At this point Katie Nevans had to leave the meeting therefore we were no longer quorate as a committee and as such minutes were stopped – members still in attendance continued to have an informal discussion about the remaining items on the agenda ****