

Minutes of the meeting of the STOREY'S FIELD COMMUNITY TRUST (SFCT)

Held on Wednesday 28th September 2016 at 10.00 am in the Studio, Gravel Hill Farm

Present: Jeremy Sanders (Chair, UoC), Kevin Blencowe (CCC), John Hipkin (CCC), Heather Topel (UoC).

In attendance: Richard Brown (SFT Facilities Manager), Warren Forsyth (NWC Operations Director), Debbie Kaye (CCC), Sally Roden (CCC), Francoise Jarvis (WNW Head of Corporate Governance).

Apologies: Jonathan Nicholls (UoC), Valerie Holt (CCC)

29. Welcome

The Chair welcomed Francoise Jarvis and the members introduced themselves. The meeting was confirmed to be quorate.

30. Declarations of Interest

No declarations were made.

31. Minutes

The minutes of the last meeting held on 27 July 2016 were approved and signed by the Chair as an accurate record of the meeting.

32. Matters Arising

There were no matters arising not covered on the agenda.

33. Storey's Field Community Trust Update

The Chair provided a verbal update. It was noted that:

- i. The Chair is holding regular 4 weekly meetings with Richard Brown, Warren Forsyth and Sally Roden which are proving to be very useful and keeping the Trust's business on track;
- ii. The Chair and RB had met with the organisers of the Cambridge Summer Music Festival about the possibility of using the Community Centre as a possible venue in 2018;
- iii. The Chair had introduced RB by email to potential clients such as Kettle's Yard.

The Trust **received** the update.

34. Community Trust Planning and Site progress update

A verbal report was provided by RB setting out key activities he had undertaken since the Trust's last meeting. This included:

- i. The regular meetings with the Trust's Chair;
- ii. Meetings with the Office of Postdoctoral Affairs (OPdA);
- iii. Contacts with local church and community groups;
- iv. Research on commercial rates and needs for conference facilities in the locality;
- v. Training and tours of other community centres.

The Trust received further information about the work and relocation to the NW Cambridge site of the OPdA. Postdoctoral staff are the largest University staff group and will also occupy the majority of Key Worker accommodation on the NW Cambridge site.

The opportunities and income generation from hosting National Live Theatre and MET Opera productions were noted, as were the staffing and opening times of the Centre.

It was agreed that:

- vi. The commercial rates could be higher than previously anticipated and still place the Centre in the mid-price range;**
- vii. Activities would be co-ordinated not to compete with but to complement the offer from other local community centres.**

WF then provided a site progress update. It was noted that:

- viii. There has been good planning progress across the site covering the District Heating Network, metering, cycle and bus routes and bin bank opening;**
- ix. The 'T minus 8 plan' was being utilised which brought the operational and construction teams together 8 weeks prior to the handover date, so that from 8 weeks the logistical handover would be planned and occupation would then be almost immediately after the handover date;**
- x. The quality of the Community Centre is noteworthy but some design challenges have emerged and a realistic Centre opening will be mid-2017;**
- xi. Plans are being formed to ensure a Community Centre presence when the first occupations occur, including the allocation of two apartments for a temporary estates management office and the Centre;**
- xii. The Total Facilities Management team has been appointed in Mears, who will be responsible for amongst other things, grounds maintenance, cleaning and security.**

It was agreed that:

- xiii. JS and RB with JN (a school governor) would talk to the University of Cambridge Primary School headmaster, James Biddulph, about how the school would serve the Community and use of the school facilities for community purposes.**

35. Events Programme

A paper setting out the draft events programme for the Community Centre was provided by RB.

It was noted that:

- i. the priorities for the Trust were detailed and would form the basis of the branding going forward;**
- ii. The fees for use of the Centre would depend upon the type of event being held with a Council initiated questionnaire being used at the time of booking to determine the class of event;**
- iii. Only the Trust would operate the bar (not private persons or parties) thus controlling the licensing arrangements and consumption of alcohol on the premises;**
- iv. A marketing plan and logo are being developed;**
- v. RB intended to apply for an Arts Council grant in the region of £25K.**

The Trust accepted the Event programme and it was agreed that:

- vi. The Trust approved the priorities but that they were those of the Trust (which was formed by the University and the City Council) and therefore it was not necessary to list the City separately;**
- vii. The approved priorities would be revised to include working with business communities and Girton and to include the ambitious high quality ethos of the physical structure and event programme;**
- viii. RB would circulate the pricing rates to the Trust for the different classes of activity;**
- ix. The plan was a dynamic document and would be brought back to the Trust at its November meeting (with version numbering);**

- x. **The Trust approved the idea of the Arts Council application and agreed to Chair's action to approve the application to the Arts Council once it was drafted.**

36. The Contract between the Company and the Council

The latest version of the contract had been circulated and was presented by JS. It builds upon the previously seen Schedule 1, and has been enhanced with visual organisational charts.

It was noted that:

- i. Schedule 3 needed reformatting;
- ii. Schedule 6 comprised of the financial regulations provided by the University for subsidiary companies.

It was agreed that:

- iii. FJ would review the contract with a view to it being ready to sign by the next Trust meeting, and thus she would feed in the Trust Directors' opinions on the contract and engage with the Council's legal team;
- iv. A briefing would be provided to the Trust on the contract negotiations to assure them of the readiness of the contract for signing;
- v. The Financial Regulations required a review as they were agreed three years ago;
- vi. A scheme of delegation would be useful to highlight for the Trust Directors their responsibilities under this contract, especially arising from the Financial Regulations, (FJ and RB to prepare).

37. Date of the Next Meeting

The next meeting would take place on 28 November 2016.

38. Any other Business

There was no other business.

The meeting closed at 11.40am.



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Signed by the Chair

28 Nov 2016

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Date

