

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

Held on Monday 28th November 2016 at 10.00 am in the Community Room, Gravel Hill Farm

Present: Jeremy Sanders (Chair, UoC), Kevin Blencowe (CCC) and Valerie Holt (CCC)

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

Apologies: Jonathan Nicholls (UoC), Heather Topel (UoC), Councillor John Hipkins (CCC).

Action

39. Welcome Declarations of Interest

The Chair welcomed the members and attendees. The meeting was confirmed to be quorate. No declarations of interest were made.

Jonathan Nicholls is retiring next month from the University. He has been active in driving forward the North West Cambridge Development for the past decade and therefore, as chair, Jeremy Sanders will write to Dr Nicholls to thank him for his work on the Trust and on the whole development.

JS

The successor to Dr Nicholls on the Trust will be Professor Ellis Ferran, Pro VC, joining from 1.1.2017.

40. Minutes

The minutes of the last meeting held on 28 September 2016 were approved and signed by the Chair as an accurate record of the meeting.

41. Matters Arising

There were no matters arising not covered on the agenda.

The minutes referred to a meeting with James Biddulph, the primary school headmaster. WF and RB have had a useful meeting with Mr Biddulph, who is enthusiastic to align school events and community events and to assist one another with community development.

42. Storey's Field Community Trust

WF provided a verbal update. It was noted that:

- The development programme and occupation dates are prominent around the Gravel Hill Farm site, encouraging all to assist in meeting the timetable;
- Site wide infrastructures are making exceptionally good progress, so that utilities such as power and heating are ready to meet the timelines;
- An update on the Community Centre structure design problems was provided, noting that a design solution had been found and was being implemented;
- There is no liability to the Trust for the delays to the structural design, which rests with project under the design and construction contracts;
- Construction within one wall has changed to prevent any flexing, however, architectural integrity is not being compromised;
- The first two street facing apartments ready for occupation will be used by the operations team, one as an administration base and the other as a temporary community facility (as well as maintaining the Community Room at Gravel Hill Farm),

Richard Brown arrived 10.20.

The Trust received the update.

43. Community Centre Manager Report

A verbal report was provided by RB. The Trust noted:

- The business plan was being developed and there were some budget concerns, although RB had been pessimistic with income rather than over confident. The combination of charitable uses of the Centre and commercial uses at present meant there was no presumption of rate relief.
- The Trust discussed the options regarding VAT registration and requested a paper on VAT for its proper consideration;
- Commercial bookings in the business plan have quite high income targets, thus the plan is reasonable, but challenging;
- A joint bid with the Clay Farm Centre in Trumpington is being submitted for Arts Council funding; the bid includes a 10% management fee but each event will also attract bar and catering revenue;
- There have been meetings with Kettles Yard, Cambridge Live, the Artist in Residence, and others, who have been invited to put on events;
- The Centre has picture rails, enabling the Centre, subject to insurance, to borrow pictures for the foyer;
- The opening ceremony is starting to be planned.

It was agreed that:

- i. The Trust would receive a separate paper on the benefits and risks of registering for VAT.

44. The Contract between the Company and the Council

The Trust received an update on the contract negotiations.

The Trust agreed:

- It was appropriate for the Trust, via its back office functions, to create the management accounts with the Centre Manager being responsible for the day-to-day inputting of income and expenditure;
- The Trust would be responsible for the appointment and payment of auditing services for the annual accounts;
- The year-end date of the Trust is 31 July and this would be the date used for the accounts;
- Any Intellectual Property should vest in the Trust.

Insurances:

The Trust considered the insurances that would be required as detailed in report SFCT04, and agreed that

- the volunteers would be recruited by the Centre Manager and therefore subject to the City Council's employer liability insurance;
- Other users of the centre with volunteers would be expected to confirm that they had the necessary policies and checks in place, including appropriate insurance;
- Hirer's insurance would be investigated and a small additional charge placed on users who did not provide their own insurance (such as very occasional or small bookers).

The Trust requested a separate paper to confirm that all insurances are in place.

The Trust agreed to review the contract a final time, once the last revisions had been made, ready to approve it for signing.

RB and
Matt
Dawkes
with
Council

FJ – early
2017

45. Financial regulations

The revised Financial Regulations were considered by the Trust and subject to one revision concerning the oversight of petty cash were **approved**.

46. Trustee Responsibilities

The scheme of trustee responsibilities was considered and subject to the removal of the senior executive officer column, (footnoted instead), was accepted.

47. Persons of Significant Control

The Persons of Significant Control, as registered with Companies House, was noted.

48. Register of Interests

The Register of Interests was noted, there were no concerns expressed by the Trust to any of the declared interests. Trustees will keep the Head of Corporate Governance informed about any changes to their interests and each entry will be reviewed on an annual basis.

49. Dates of meetings 2017 and Schedule of business 2017

The meeting dates and proposed schedule of business were accepted. It was agreed that the January meeting would be preceded by a site tour, and the meeting would therefore commence at 10.30.

The Schedule of Business ties in with the Business Plan and RB was thanked for this useful document.

Outlook invites will be issued.

50. Any other Business

There was no other business. It was noted that RB has been confirmed in post and that website domains in the Trust's name have been secured.

The meeting closed at 11.20am.

FJ –
immediate



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Signed by the Chair

27 Jan 2017

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Date

