

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

Held on Thursday 28th September 2017 at 10.00 in the Community Room, Gravel Hill Farm

Present: Jeremy Sanders (UoC), Kevin Blencowe (Chair, CCC), Deborah Lowther (UoC), Valerie Holt (CCC), and Dan Ratcliffe (CCC)

In attendance: Richard Brown (SF Centre Manager), Warren Forsyth (NWC Operations Director), Francoise Jarvis (WNWC Head of Corporate Governance/ Trust Company Secretary), Debbie Kaye (CCC),

Apologies: Eilis Ferran (UoC), Matt Dawkes (NWC Finance Director), Sally Roden (CCC) and Heather Topel (WNWC Project Director)

		Action
81	<p><u>Welcome Declarations of Interest</u> Apologies were received as noted above. The meeting was confirmed to be quorate. No declarations of interest were made.</p>	
82	<p><u>Minutes of the previous meeting and matters arising</u> The minutes of the meeting held on 20 July 2017 were signed as an accurate record of the meeting. There were no matters arising that were not on the agenda for discussion.</p>	
83	<p><u>Operation Report</u> The Open Eddington event had been very successful with more visitors to the site than expected. Matters noted:</p> <ul style="list-style-type: none"> • The cycle link directly through the site is not fully open but will open within a week of the Community Centre opening • The Western Edge was open for the Open Eddington day only, and is now back in the hands of the contractors, it is expected to be open at the end of November 2017 • Sports pavilions, Centre, linkage and western edge will open as a bundle and a communication launch will occur • Programme and plan are holding and appear to be robust. <p>The Trustees congratulated the team on a very successful event, noting how widely drawn the visitors were and how Eddington appeared just as the CGI images had anticipated.</p> <p>The Trust received the update report.</p>	
84	<p><u>Centre Reports</u> <u>Community Centre Manager Report, Dashboard and Risk Register</u> RB reported. His report included:</p> <ul style="list-style-type: none"> • Handover of the Centre building is still expected in mid-November • A short series of testing events is scheduled in December, e.g. testing the PA and light system with Melanie Manchot, Artist in Resident, and her promenade performance piece and Christmas events; 	

- There are a large number of booking enquires coming through even prior to any marketing activities;
- The plan of scheduled events through the week is being set to enable the best use of the facilities and to allow conferences and art events at the appropriate times;
- There is an ambitious plan to host between 30-50 day conferences over the year, focussed in term time;
- Budget update; RB is working closely with the NWC finance team and the Centre Administrator. The University pays for any deficit for the first 12 years.
- Noise from certain activities, and use of approved technicians was noted for Centre management.

ACTION – FJ and RB to check when the 12 years begins to run.

The Trust believed there may be a previous decision that would not allow an individual organisation to have a block booking too far into the future, which would then limit other possibly similar organisations being able to use the facility.

ACTION - FJ to review minutes, if no decision made, RB to make a proposal for the Trust consideration.

The Trust received the Report.

85

Licence Application

The full range of possible opening hours is proposed. The Community Square and Storey's Field itself are included in the application, allowing pop-up food markets and outdoor events in these areas.

The Trust does not run the cricket pitch or sports pitches.

The Trust **agreed** with the licence application remit. If the Council on considering the application require small adjustments, the Trust agreed that the Chair and RB could negotiate this.

86

Policy Review

The relevant policies continue to be revised and updated.

- The Business Continuity Plan was presented.

This is based upon the University's plan to enable synergy with the University emergency planning for Eddington. Further engagement with the City Council Plan was suggested to ensure communications and continuity with activities was planned for.

Building and public liability insurance, and private hirer's insurance were noted.

The Trust **approved** the policy.

- The Anti-Bribery and Corruption policy was presented.

This was adapted from the Charity Commission policy. All Centre Staff are obligated to the City Council policy on bribery, so this policy is for the Trust.

The Trust **approved** the policy.

87 Draft lease for the SF Centre - update

Mills and Reeve are awaiting some further information from the University solicitors.

ACTION – WF to follow up on this. The Trust expectation is that the lease should be ready for the handover of the completed building at the end of November.

88

Mears – TFM contract. The summary contract was circulated to the Trustees in advance of the meeting. There is a header agreement and then sub-option for third parties such as the Trust to buy into, using the same headline service terms as the main contract. This means some services are part of a pro-rata contribution of the whole contract across the whole site rather than actual cost.

The Trust received the report.

89

Governance

Trust performance Review.

The Trust accepted and **approved** the performance appraisal of the Trust. Individual meetings with the Chair and Trustees to be scheduled for the end of the year.

Register of Interest – the Register was noted and no concerns were raised. DL's directorships of the NWC subsidiary companies needs to be included.

Schedule of Business 2018: accepted.

90

Any other business

A potential ribbon-cutting event will be scheduled on 23rd November.

91

Items for next meeting.

The items were noted.

The next meeting will take place on 23 November 2017.

The meeting closed at 11.10.

Kevin W. Blawie

Signed by the Chair

23/11/17.

Date

