

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

Held on Thursday 23<sup>rd</sup> November 2017 at 10.00 in the Community facility, at 46 Ryle Yard, Eddington

**Present:** Jeremy Sanders (UoC), Kevin Blencowe (Chair, CCC), Deborah Lowther (UoC), Valerie Holt (CCC), and Ellis Ferran (UoC)

**In attendance:** Richard Brown (SF Centre Manager), Warren Forsyth (NWC Operations Director), Francoise Jarvis (WNWC Head of Corporate Governance/ Trust Company Secretary), Sally Roden (CCC), Heather Topel (WNWC Project Director), Lisa Pollitt (CCC Community Development), Gavin Coull (North West Cambridge Development), Andrew Farmer (Mears)

**Apologies:** Matt Dawkes (NWC Finance Director), Dan Ratcliffe (CCC) and Debbie Kaye (CCC)

		Action
92	<p><b><u>Welcome Declarations of Interest</u></b>                      The meeting had been preceded by a tour and opening event at the Storey's Field Centre hall.                      Apologies were received as noted above. The meeting was confirmed to be quorate. No declarations of interest were made.</p>	
93	<p><b><u>Minutes of the previous meeting and matters arising</u></b>                      The minutes of the meeting held on 28<sup>th</sup> September 2017 were signed as an accurate record of the meeting.                      There were no matters arising that were not on the agenda for discussion.</p>	
94	<p><b><u>Programme update</u></b>                      This item was taken first due to the attendance of Gavin Coull. GC provided the Trust with a programme update. The nurse is due to be finished on 15 December. The Community Centre is all finished expect for the main hall, which will be done by 15 December with the exception of the specialist performance equipment which will follow.                      The timetabling of the Artist-in-Resident piece, postponed until mid-January was considered and whether it was prudent to delay it for a further week. An actual opening event will be scheduled in the new year, possibly in conjunction with Clay Farm that is also opening at a similar time.                       The Trust received the update.  <i>Gavin Coull left the meeting.</i></p>	
95	<p><b><u>Operation Report</u></b>                      Warren Forsyth reported. His report included:</p> <ul style="list-style-type: none"> <li>• A progress report on site wide facilities such as the waste processes, parking controls and rising bollards and when they can expect to be operational;</li> <li>• The handover of the sports pitches and pavilions;</li> <li>• The utility pack for the Trust for joining the DHN - <b>ACTION – to circulate the tariff to the Trust members (FJ)</b>;</li> <li>• Travel and parking arrangements for those using the Centre, including travel planning and bus timetables;</li> </ul>	

- The financial projections over the next three years were considered, noting that RB meets with the Project financial director and assistant accountant each month.

The Trust received the update report.

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### Centre Reports

#### Community Centre Manager Report, Dashboard and Risk Register

RB reported. His report included:

- Noting that procurement for the Centre's equipment was underway;
- An improved booking system was being implemented that would also issue invoices;
- The staff were experiencing the other Council run facilities in preparation for the opening of the Centre;
- The Storey's Field Centre website is live, with the events page to be populated;
- A 'sneaky peak' event is scheduled for 4 January for potential long term clients to view the facilities;
- An update on actual bookings was given, with every weekend in February and March with an event scheduled;
- The temporary centre at Ryle's Yard will move to the Centre the weekend of 15 December.

The Trust received the Report.

97

### Community Development

Lisa Pollitt reported on a number of activities that had or were taking place.

- Parent and toddler groups (links to Children's Centre);
- Information sources, including the Home User Guide, Portal website, SFCT website and Lodge providing information about support and faith groups;
- Community Chest funding applications;
- Possibility of extending into the wider community with an Older Persons group;
- The planned Christmas event on 13 December.

The Trust received the Report.

98

### Policy Review

The relevant policies continue to be revised and updated.

The Attendance and Speaking at Trust meetings policy was presented. **The Trust approved the revised policy** noting it was a better fit for the nature of Trust meetings. It should be added to the policy that there is an expectation that any questions that a member of the public would wish to raise should be sent to the Trust Secretary 48 hours in advance of the meeting.

The Conditions of Hire terms were reviewed.  
The Trust **approved** the terms.

99

Contract negotiations

TFM contract

*Andy Farmer, senior contracts manager at Mears joined the meeting (11am).*

The provision of facilities management and ability of Mears to meet the Trust's expectations on the standard of performance were considered. Mears have the site wide contract and the Trust is able to join in a side agreement to this framework agreement to secure its facilities needs. Mears also carry out TFM for the school and Girton College on the site. AF discussed the changes in management within Mears for this site, the resourcing of staff and training, and how they have been responding to issues and complaints about performance.

*AF left the meeting.*

DL, as Bursar at Girton College has direct experience with using Mears and she was able to share this with the Trust. Due to difficulties, especially with cleaning that Swirles Court had experienced, she would hesitate to recommend Mears to the Trust.

The Trust was concerned that the service delivery plan, and issues with performance were coming at a late stage to the Trust. A TFM provider is needed for the Centre from handover in a few weeks' time. There was logic in using the same provider as for the whole site, for logistical and pricing reasons, and both the Operations Manager and Mears had confidence in the service delivery plan and response to the problems that have been raised. A key issue facing Mears has been the ability to recruit staff in a buoyant Cambridge market, and they are using a salary inflation solution to address this. The recruitment issue would face any TFM provider selected.

**The Trust agreed: Mears would be selected to provide the TFM services to the Trust, on the basis of an initial 6 months only, with renewal to a longer term contract, but a clear opt-out at 6 months for the Trust if it is dissatisfied with performance.**

In the meantime, alternative providers could be investigated, Mears will be closely monitored and performance evaluated after 3 months, with options to remove aspects from the contract such as cleaning (and the Trust could directly employ a cleaner).

100

Draft lease of buildings

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.**

101

Governance

Dates for Trustee appraisals with the Chair.

KB would arrange the dates with each Trustee.

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Any other business

There was no other business.

103	<u>Date of next meeting and Items for next meeting.</u> The date and items were noted.	
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The next meeting will take place on 19 January 2018.

The meeting closed at 11.45

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*Kevin W. Blawie.*

Signed by the Chair

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*19/1/2018.*

Date