

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

Held on Friday 19 January 2018 at 11.00 in the Storey's Field Centre, Eddington

Present: Kevin Blencowe (Chair, CCC), Jeremy Sanders (UoC), 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), Sally Roden (CCC), Heather Topel (WNWC Project Director)

Apologies: Matt Dawkes (NWC Finance Director) and Debbie Kaye (CCC)

		Action
104	<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. It was noted that Eilis Ferran (UoC) had resigned as Trustee and that the University was in the process of appointing a successor.</p>	
105	<p><u>Minutes of the previous meeting and matters arising</u> The minutes of the meeting held on 23rd November 2017 were signed as an accurate record of the meeting. There were no matters arising that were not on the agenda for discussion.</p>	
106	<p><u>Operation and Programme update</u> The Centre building was handed over from the contractor on 12 January 2018. Landscaping is progressing around the Eddington centre and 40 apartments have been handed over this month, with another 80 expected in the next few months. Work is also progressing to have the Centre team based permanently at the Centre, which should be within 2 weeks. The sign off of planning conditions is required and could take up to 8 weeks, including noise tests, cycling provision and the licensing hours requirements. A variation of the opening hours will be sought as the current limits are 11pm Sun- Thursday and midnight Friday – Saturday. The Chair offered to assist with discussions with the Council concerning the opening hours. ACTION - The Trust would like an update on the possible variation to event hours at the next Trust meeting.</p> <p>The Artist in Residence performance piece was staged on Saturday 13th January, to positive reviews. The Centre Manager wished to thank Feltech, Briggs & Forrester and Mears for their support over the weekend period which ensured the event was possible. The Trust expressed its thanks to Richard Brown and his team. However, it was noted by those present at the evening event how dark the street between the Centre and Sainsbury's was as the public left. ACTION – WF to look into temporary street lighting.</p> <p>The Trust received the update report.</p>	<p>RB/ WF</p> <p>WF</p>
107	<p><u>Centre Reports</u> <u>Community Centre Manager Report, Dashboard and Risk Register</u></p>	

	<p>RB reported. The Centre kitchen is being fitted out, furniture is on order with delivery dates and sound and lighting is being installed.</p> <p>The next event will be Pale Waves, indie group, with 250 standing tickets sold out, although capacity has been agreed at 300 standing. Toilet and service facilities are adequate for such capacity. Jazzercise and other regular bookings are being held in the Primary School and OPdA Centre until the Centre can be used. A number of tours of the Centre are taking place with potential bookers and the Centre team are working with the NWC marketing team.</p> <p>It was noted that Jo Churchill MP for Bury St Edmunds will be on the site on 16 February.</p> <p>Staff movements were noted.</p> <p>The Trust discussed the formal opening event which may be held jointly with Clay Farm Centre, including who to invite to the opening and how best to approach such a person. Artists due to be in Cambridge for an evening performance may be available for a daytime event.</p> <p>The Trust received the Report.</p>	
108	<p><u>Policy Review</u> <i>General Data Protection Regulation.</i> The Trust will be a Data Controller for legal purposes and must comply with the current Data Protection Act 1998 and the replacement GDPR coming into force in May. The Head of Corporate Governance will work with the Centre Manager to ensure a policy for handling personal data is in place and that all staff are trained in how to handle such data.</p> <p>ACTION - draft a policy</p>	FJ/RB/SR
109	<p><u>Contract negotiations</u> <u>Lease of buildings</u> Mills and Reeve have the devise plans and have instructed the searches. A timetable on when the search should be completed is expected.</p> <p>ACTION –The Lease will be circulated prior to signing by the Chair.</p>	WF/RB
110	<p><u>TFM contract</u> The contract pack is being prepared for signing, with a 6 month initial period with Mears. The start date is 12 January (the handover date). It was noted that Girton College have removed cleaning and portering services from their contract with Mears. There will be a first performance report on Mears at the March Trust meeting. The current specifications may change as the Centre uses become clearer, e.g. the frequency of cleans of halls etc.</p>	

111	<p><u>Governance</u> <u>Trustee appraisals with the Chair.</u> There is one remaining appraisal to be conducted; the Chair and Trustee in question will arrange a convenient time.</p>	KB/DL
112	<p><u>Member – reserved rights/ proxies/ reporting lines</u> The University has nominated its proxy and the Council will nominate a proxy. The reporting lines to ensure each proxy is aware of important Trust business were approved with the addition of the proxy also being able to hold discussions with the respective nominee Trustees.</p>	
113	<p><u>Indemnity Insurance</u> The Trustee’s indemnity insurance is due for renewal and it was reported that this has been actioned and insurance continues to be in place.</p>	
114	<p><u>Any other business</u> There was no other business.</p>	
115	<p><u>Date of next meeting and Items for next meeting.</u> The date and items were noted.</p>	

The next meeting will take place on 23 March 2018.

The meeting closed at 12.00

Kevin W. Menzies

Signed by the Chair

23/3/2018

Date

