

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

Held on Friday 23 March 2018 at 10.00 in the Storey's Field Centre, Eddington

Present: Kevin Blencowe (Chair, CCC), Jeremy Sanders (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), Matt Dawkes (NWC Finance Director)

Apologies: Deborah Lowther (UoC), Valerie Holt (CCC), Karina Prasad (UoC), Dan Ratcliffe (CCC) and Debbie Kaye (CCC)

		Action
116	<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 Karina Prasad had been selected by the University as their nominee Trustee.</p>	
117	<p><u>Minutes of the previous meeting and matters arising</u> The minutes of the meeting held on 19 January 2018 were signed as an accurate record of the meeting. There were no matters arising that were not on the agenda for discussion.</p>	
118	<p><u>Operation and Programme update</u> The Operations Director reported. The temporary street lights had been actioned with noisy generators replaced with battery operated ones. Landscaping of the area outside the building continued and access to the building was being managed. The cold water was being monitored as there had been instances of it being too warm; this is not posing a health problem. New occupations were taking place block by block and thus the community was growing. The Trust received the update report.</p>	
119	<p><u>Mears performance</u> Centre staff are meeting with Mears on a weekly basis and the Centre Manager has been pleased with performance to date. There is an issue with key holding that the Centre Manager needs to resolve with Mears. Due to the nature of the contract between the Trust and Mears, a formal performance evaluation will be needed and therefore KPIs and assessment against them will be formulated for the next meeting.</p>	RB/ WF
120	<p><u>Centre Reports</u> <u>Community Centre Manager Report, Dashboard and Risk Register</u> RB reported. The discharge of building conditions is not yet accepted and is impacting on bookings, although authorisation has been given for the events already scheduled to take place. All the relevant information has been submitted to discharge the conditions, therefore the risk is very low. There can be 12 loud events a year; this number will be reviewed after a year.</p>	

	<p>Several events have now taken place, including musical, theatre and Lindy-hop and the space is working very well and a pleasure to work in. A zero waste kitchen challenge is taking place with local residents.</p> <p>IT and procurement are being progressed with the North West Cambridge development.</p> <p>Two new appointments to centre staff have been made.</p> <p>A formal opening even is still being planned.</p> <p>Other initiatives being progressed include:</p> <ul style="list-style-type: none"> • Collaboration with Kettles Yard for art exhibitions • Talking to the Junction about events • Further Stagecoach theatre productions • Classical music sessions • Weddings and the potential to register for ceremonies. The Centre Manager is looking at the licence fee, brochures and publicity material. <p>It was noted that the website needs updating with recent Trust minutes and Trustee membership</p> <p>The staffing of the reception desk and signage were considered.</p> <p>The Trust received the Report.</p>	
121	<p><u>Financial Report</u></p> <p>MD presented the financial reports. There is now an accumulation of expenses, mainly in the form of salaries, based on a full year forecast. The forecast for income will be refined going forward and is currently based on forecast bookings.</p> <p>Once the building lease is signed the building will need to be valued, and MD is discussing this with the City Council.</p>	FJ/ RB
122	<p><u>Financial accounts</u></p> <p>The accounts up to 31 July 2017 will be submitted to Companies House and the Charity Commission as dormant accounts. The Trustees approved the submission on dormant accounts.</p>	
123	<p><u>Business Case and budget</u></p> <p>Under the joint venture agreement the business plan and budget require approval from the company members (the City Council and the University) on the recommendation of the Trustees. The business case is unchanged from when the Trustees last reviewed it in 2017 and the Trustees now recommend it to the Members. The review of the business plan will commence in the autumn 2018.</p>	
124	<p><u>Policy Review</u></p> <p><i>General Data Protection Regulation.</i></p> <p>The Trust policy on data protection will be updated as the new legislation is introduced in the UK. The Centre is using an opt-in policy for marketing purposes.</p>	
125	<p><u>Risk assessments</u></p> <p>All risk assessments for keeping the Centre open are complete and will be</p>	

	<p>reviewed as the Centre becomes more operational. Alcohol licensing, including security, arrangements are all in place.</p>	
126	<p><u>Contract negotiations</u> <i>Lease of buildings</i> The Trust solicitors are expecting to be able to issue a report very soon as they now have all the necessary information.</p>	
127	<p><i>TFM contract</i> The Mears performance was noted in the Centre Manager report. WF informed the Trust that Mears performance under the Portal contract is being closely monitored, with improving confidence and generally positive feedback. An extension beyond the initial two years will be offered to Mears under the Portal contract.</p>	
128	<p><u>Governance</u> An update on statutory reports to HMRC, Companies House and the Charity Commission was provided. Training opportunities for Trustees were presented. Any trustee undertaking relevant training should inform the Head of Corporate Governance so that a training log can be maintained. Insurances are all in place and RB and NWC Procurement will assess the correct level of contents cover.</p>	RB/ M. Griib
129	<p><u>Any other business</u> Open Eddington in September was noted along with other planned events around Halloween, Christmas and Bonfire night. The Trust discussed the concept of assisting with fees for certain events. The principle is that all events pay, but the fee may be covered by the Trust for certain start up events or community focused events. External funding will also be sought to assist such events.</p>	
130	<p><u>Date of next meeting and Items for next meeting.</u> The date and items were noted. Marketing will be on the next agenda and the formal opening of the centre</p>	

The next meeting will take place on 11 May 2018. The meeting closed at 11.15

Kevin W. Blenman
.....

11/5/2018
.....

Signed by the Chair

Date

