

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

Held on Friday 11 May 2018 at 10.00 in the Storey's Field Centre, Eddington

Present: Kevin Blencowe (Chair, CCC), Jeremy Sanders (UoC), Deborah Lowther (UoC), Valerie Holt (CCC), Karina Prasad (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: Debbie Kaye (CCC)

		Action
131	<p><u>Welcome Declarations of Interest</u></p> <p>Apologies were received as noted above. Dan Ratcliffe (CCC) had not been re-elected on 3 May, and therefore was no longer a Council nominated Trustee. The Council will select a new nominee on 21 May. The meeting was confirmed to be quorate. No declarations of interest were made. Karina Prasad was welcomed to her first meeting.</p>	
132	<p><u>Minutes of the previous meeting and matters arising</u></p> <p>The minutes of the meeting held on 23 March 2018 were signed as an accurate record of the meeting.</p> <p>Matters arising:</p> <p>RB and the NWC procurement manager to confirm an amount for content insurance and report it to the University Insurance team.</p> <p>RB now has the latest minutes and meeting dates for the website. The District has reviewed the issues with accessing the website from old browsers. The Trust was concerned that this could be excluding numerous people. A message on the website directing users to a newer browser or to use a mobile device could be added. The CGI images will gradually be replaced with real images.</p> <p>The cold water temperature in the Centre is too high to be used for drinking water. There is no trace of legionella but as investigations into the reason for the temperature continue, water is being brought in from Ryles Yard or bottled water. The plant room is being cooled by air conditioner to see if this is the cause, in which case a more permanent cooling system or removal of the tank from the plant room will be the next step.</p> <p>ACTION – WF to investigate obtaining a water cooler.</p> <p>Business Plan and budget – the Members' approval of the plan is required under the joint venture agreement. The City Council nominee has provided approval, however the University nominee would like further background and clarification prior to approval. A meeting will be set up to include University Legal Services and the Trust Chair if required. A review of the Business plan is due by the end of the year.</p>	

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Operation and Programme update

The Operations Director reported. There have been numerous handovers of units and they are being prepared for occupation over the next few months. A number of events are being planned for the coming weeks, including a cycling festival. There is a shared events calendar across the site to avoid clashes or over requirements on parking.

The Trust received the update report.

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Mears performance

Commercially confidential minute.

ACTION - RB

135

The TFM Contract

Commercially confidential minute.

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Centre Reports

Community Centre Manager Report, Dashboard and Risk Register

RB reported that booking are increasing. The Monday to Wednesday regular slots are filling up, with regular exercise classes, such as ballet etc. Conferences for the autumn are being booked in too and the Centre is formally joining Meet Cambridge. Thursdays are being earmarked for one day conferences; the plan is for two such events a month.

A marketing brochure for the IT and conference trade has been designed and will be distributed locally to potential commercial clients and a regular newsletter containing 'What's On' will be produced locally for distribution in Castle and Girton as well as Eddington.

ACTION – marketing plan to be presented to the next Trust meeting.

A number of internal University meetings have been held at the Centre, as well as numerous children's parties. The Cambridge Choral Society will be rehearsing and performing at the Centre.

An archaeological dig will be taking place on the site which may attract some television interest, and the Centre could be proposed for Question Time/ Any Questions.

The Risk Register has moved from mobilisation to operations.

The business plan referenced a food offer, which is no longer thought to be appropriate.

The Trust receive the report.

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Financial Report

MD presented the financial report. Financially everything is on track and close to projections. The Centre has now exceeded £10k in income, which is where expected, and expenditure is also on track.

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Community Development

	<p>Vicky Haywood of CCC presented. She supports Lisa Pollitt to provide 5 days a week support to the community. She also covers Trumpington. VH discussed the food waste programme that has been running with local residents and that will be repeated with a new cohort. This programme, run in conjunction with Sainsbury's and other partners teaches how to cook from raw ingredients. ACTION - The report from this initiative will be shared with HT</p> <p>A Teddington group for young families is very successful and the Children's Centre is attending once a month. Other ideas mooted include a Granny and tots session, initiatives for encouraging and sourcing volunteers and language classes.</p> <p>The main opening event will be the Flag Parade, involving 150 flags made with the assistance of children at 4 local schools. A stakeholder event will be held on the same day (20 July), with a ceremonial element and BBQ. Action – RB to obtain a quote for a plaque to mark the event.</p> <p>The Flag Parade could be an annual event.</p> <p>139 <u>Policy Review</u> <i>General Data Protection Regulation.</i> As a new organisation the Trust does not hold a great deal of personal information, with limited databases. MailChimp are managing the marketing database and are GDPR compliant. RB is checking that the City Council transfers are all compliant and there is no other data sharing outside of the University or Council.</p> <p>140 <u>Contract negotiations</u> <i>Lease of buildings</i> The lease is with the lawyers and comments on the latest amendments are expected by close of business that day. The Trust expressed a desire to assist in moving this forward if they can be of assistance.</p> <p>141 <u>Governance</u> The Chair of the Trust, Kevin Blencowe is due to step aside for a University nominated Trustee. The University Trustees have selected Professor Jeremy Sanders as the next chair from June 2018. Councillor Blencowe was thanked for all he has done as chair in the past year.</p> <p>140 <u>Any other business</u> It was confirmed that there is a Trustee manual and induction process for new Trustees.</p> <p>141 <u>Date of next meeting and Items for next meeting.</u> The date and items were noted.</p>	
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The next meeting will take place on 19 July 2018. The meeting closed at 11.15

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Signed by the Chair

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Date