

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

Held on Thursday 19<sup>July</sup> 2018 at 12.00 in the Storey's Field Centre, Eddington

**Present:** Jeremy Sanders (Chair, UoC), Kevin Blencowe (CCC), Deborah Lowther (UoC), Valerie Holt (CCC), Baiju Thittala (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) (*in part*), Matt Dawkes (NWC Finance Director),

**Apologies:** Karina Prasad (UoC) and Debbie Kaye (CCC)

		Action
	<p>Heather Topel opened the meeting by announcing that the shortlist for the RIBA Stirling Prize included the Centre building. There are five other shortlisted buildings which are a cemetery, the St Ives Tate extension, an office block, a conference centre and student accommodation. The award ceremony where the winner will be announced takes place on 10 October. Press attention has already commenced and is expected to lead to numerous requests for visits. Most people will be directed to Open Eddington/ Open Cambridge in September, but a set weekly tour may also be established.</p> <p>The Chair welcomed the news and congratulated the team.</p> <p><i>Heather Topel left the meeting.</i></p>	
142	<p><b><u>Welcome Declarations of Interest</u></b></p> <p>Baiju Thittala was welcomed to his first meeting and introductions were made. Apologies were received as noted above. The meeting was confirmed to be quorate. No declarations of interest were made.</p>	
143	<p><b><u>Minutes of the previous meeting and matters arising</u></b></p> <p>The minutes of the meeting held on 11 May 2018 were signed as an accurate record of the meeting.</p> <p>Matters arising: all actions are covered in the reports to come, except for the water cooler, which is on order.</p>	
144	<p><b><u>Operation and Programme update</u></b></p> <p>The Operations Director reported. Occupations continue and nearly all of the site wide infrastructure has been handed over. Parking metering is operation and penalty notices have begun to be issued. The events and placemaking processes have been launched, with three site wide events having taken place, such as the cycling festival. There is an events management steering group, including stakeholders such as Girton College and the school, which co-ordinates traffic management and parking. The events covered do not include entirely internal events such as those organised by the Centre.</p>	

The Go sports company has been launched and is taking bookings, with the terms and conditions and fee structure in place. The pavilions have not yet been handed over but the first sports events are taking place. The Estates team will be moving into the operations office in August.

The Trust received the update report.

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**Centre Reports**

Community Centre Manager Report, Dashboard and Risk Register. Includes Financial Report

The Centre Manager provided the report. The report covered:

- Procurement of equipment
- Snagging and defects
- Signage – with planning permission granted for the external signs and wayfinding signs being reviewed. Internal signage is also being commissioned.
- Parking – some groups require close-by parking, but in line with the planning permission, car use is not encouraged and parking is limited adjacent to the Centre. The school car park can be used in the evenings, the Park and Ride site offers ample parking, and the Universal bus service is having extended hours.
- Staffing – TOIL is at high levels which was expected in the initial few months. There will be a staff review over the summer months involving looking at increasing higher profit events and the need for more staff to cover them. In conjunction with the Clay Farm centre staff may be employed on annualised hour contracts primarily to cover leave and sickness absences.
- The official opening is taking place the next day, with what hopes to be the first annual Children’s Flag Parade. The flags will then circulate around the schools and Kettles’ Yard as well as the Centre.
- Marketing – with an update on the planned activities. The Centre is predominantly used for community events Monday to Wednesday with conference on Thursdays and gigs and weddings on Fridays and weekends. The Centre plans to apply for a licence to have weddings conducted at the Centre and it was noted that citizenship ceremonies could also be an avenue to explore. **ACTION.**
- The Trustees appreciated the charts showing usage and income by type of event and also felt that it would be useful to have a chart showing profitability, as weddings brought in a great deal of income, compared to the time booked, but they are also expensive to host especially in relation to hours spent preparing for them. **ACTION.**
- The Trustees requested a separate risk assessment on the spiral staircase. **ACTION.**
- There have been 5,000 users at the Centre, mainly adults and families, as well as numerous people just stopping by to view the Centre.
- The financial projections are close to those predicted.
- The premises licence has been approved, with the hours of 12-11 Sunday to Thursday and 12-12 Friday and Saturday, which is in line with the

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planning conditions. This will be reviewed after a year as weddings often require 2am licences.

The Trust chairmen reported that he had attended a meeting with the Director of Finance for the University who represents the University at the Trust for the purposes of approving the Business Plan and the Budget. The Business Plan and Budget had been approved subsequent to that meeting with the caveat that the Centre should be more ambitious aiming to break-even as soon as possible.

The Trust received the report.

**146** Marketing Plan

This was covered in the Centre Manager report, although the section from the approved Business Plan was circulated to Trustees for the benefit of a refresher and for new trustees.

**147** Mears performance

A section on performance was included in the Centre Manager Report. Performance is going well.

**148** Contract negotiations

CONFIDENTIAL MINUTE - The Mears Contract

Minute removed for public record

**149** Lease of buildings

The lease is still with the respective lawyers. It is close to a year that contract negotiations have been ongoing and the implications for the University relate to the funding of the initial 12 years, which do not start to run until the signing of the lease.

**150** Governance

Business Continuity Plan

The BCP has been rewritten to align with the rest of the estate. For instance, the school will use the Centre as an emergency place in its BCP, as will Lodge and Portal to immediately accommodate displaced residents in an emergency situation. Sainsbury's have agreed to provide emergency supplies in such an event.

**151** Any other business

There was no further business.

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Date of next meeting and Items for next meeting.

The date and items were noted. The next meeting will take place on 17 September 2018. The meeting closed at 13.30.



Signed by the Chair

17 Sept 2018

Date