

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

Held on 17 September 2018 at 15.00 in the Storey's Field Centre, Eddington

**Present:** Jeremy Sanders (Chair, UoC), Kevin Blencowe (CCC), 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), Alex Charter (Accounts clerk), Robin Uttin (UoC Assistant Director of Finance)

**Apologies:** Debbie Kaye (CCC) and Baiju Thittala (CCC)

		Action
153	<p><b><u>Welcome Declarations of Interest</u></b>                      Apologies were received as noted above. The meeting was confirmed to be quorate. No declarations of interest were made other than those previously declared.</p>	
154	<p><b><u>Minutes of the previous meeting and matters arising</u></b>                      The minutes of the meeting held on 19 July 2018 were signed as an accurate record of the meeting.</p> <p>Matters arising: all actions are covered in the reports to come, including parking and the use of the building in site wide BCP plans.</p>	
155	<p><b><u>Operation and Programme update</u></b>                      The Operations Director reported. There are now over 400 occupied units. The second Open Eddington was held the previous weekend, and it was a successful event. The Placemaking Group is meeting to inform the strategy for community development.</p> <p>Go, the sports company, is operating and taking sports bookings. There have been no pavilions handed over as an issue arose concerning the floors, but bookings are good, although the cricket season is now over. Temporary showers and toilets have been placed near the sports pitches.</p> <p>Core, the heating company, is experiencing a low demand on the system, but more blocks are joining the system as they are occupied. The technology in the system is being tested for compatibility with the new technology that may be utilised for phase 2. Phase 2 is likely to use heat exchange from land, air or water rather than gas and the CHP, and they work at different heat differentials.</p> <p>Lodge, the accommodation company, has been focussing on new tenants.</p> <p>Portal, the estate management company, is moving into a new site office, has launched the parking meters with few complaints (but one meter requires</p>	

relocating), is overseeing CCTV on the site and the team is now at full compliment. There is CCTV on the main road, bollards and cycle sheds.

The Chair noted the positive atmosphere at Open Eddington and congratulated the team.

The Trust received the update report.

156

### **Centre Reports**

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

The Centre Manager reported. The procurement of equipment has not been completed yet. The Finance Director will discuss this with the Procurement Manager. Purchasing the equipment will save the Trust money as hiring for each event is expensive. This is an area of increasing risk.

The cold water supply has been addressed through a temporary by-pass of the tank and direct link to the mains supply, ensuring the water is safe to drink.

The building has been short-listed for numerous awards, including the prestigious Stirling Prize, Architects Journal prize and brick and wood awards.

There have been some concerns from the public about signage both internally and externally, and signposting generally across the site. Parking has been a barrier to certain demographics using the Centre and a result has been the loss of a regular baby/parent group. The site encourages non-car use, and so users are directed to buses and the park and ride, but for some this will inevitably create a barrier.

A report on staffing at the Centre was provided. The current staff have numerous hours owing to them and this will increase up to Christmas. Not all bookings requiring extra staff are profitable. The plan is to create some annualised contracts to cover Clay Farm and the Centre, and these annualised contracts are within the budget. Paying off the accumulated hours so far and any additional staff are not in the current budget.

The Trust agreed to the payment of hours accumulated to date, approximately £4,000 and any accumulated hours up to Christmas, a further £3,000 - £4,000.

**ACTION** - The Centre Manager will model staff costs going forward, the type of staff and delivery projections in the business plan to see how additional staff will impact on the Business plan and generate income from bookings. The modelling will take account of capacity, bearing in mind, three rooms, 7 days, with the community bookings focused at the start of the week and the profit making events towards the end of the week and evenings. A target KPI can then be constructed, and modelling showing capacity changes as staffing levels change.

**RB and  
AC**

Further elements of the Centre Manager Report include:

- The report detailed the events that have been held, including the flag parade

- The website has been adapted to work on older browsers
- A new leaflet is being produced for local delivery to detail upcoming events
- A wedding and conference brochure will be designed
- The risk assessment has been undertaken of the spiral staircase, and labyrinth.

Data on the use of the Centre by customer group was provided as was booking by profitability. The Trust would like to know how the uses of the Centre compare to other community centres and how meaningful some of the data is, as it could appear to be that no disabled users have attended the Centre, when in fact the data refers to no disabled groups specifically booking events.

The Centre Manager reported good use of the Centre Mondays-Wednesdays with a good start to its operations and the right mix of events. Conference trade is now needed to support the Centre's activities.

RB

Risk – the items were considered. A traditional RAG scheme will be used next time.

On marketing it was noted that the promoters produce their own marketing. The Green Mind events are mainly sold out. Use of volunteers could be investigated for creating a more effective social media presence.

The Trust received the report.

**157 Business Plan and Budget 2019**

The Plan will be modelled and brought back to the Trust towards the end of the year for adoption in early 2019.

**158 COMMERCIALLY CONFIDENTIAL MINUTE**

**Contract negotiations**

The TFM contract  
minute redacted

Lease of buildings

**159**

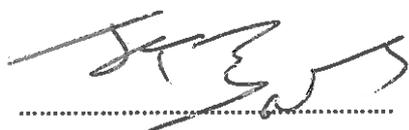
The lease has been considered, following the Trust's lawyers' interventions and queries. The outstanding issues will be discussed with the Operations Director and then reported back to the lawyers to agree a final draft.

**160 Governance**

The Schedule of Business for 2019 was **approved** by the Trust.

The Trust's second performance Review was considered. Attendance, or non-attendance at a consecutive number of meetings was discussed. The council nominates its Trustees annually and non-attendance would be noticed at that

	<p>stage. The annual appraisal of Trustees with the Chair would also be an opportunity to consider attendance. The Register of Interests was noted. There were no concerns regarding any of the entries.</p> <p><b>151</b>    <u>Any other business</u> There is a policy on volunteers in the Centre which is adopted from the City Council's policies. RB was thanked for his efforts and it was noted with thanks that Councillor Holt had assisted at the Open Eddington day that previous weekend. There was no further business.</p> <p><b>152</b>    <u>Date of next meeting and Items for next meeting.</u> The date and items were noted. The next meeting will take place on 16 November 2018. The meeting closed at 16.10.</p>	
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Signed by the Chair

16 Nov 2018

Date