

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

Held on 16 November 2018 at 10.00 in the Storey's Field Centre, Eddington

**Present:** Jeremy Sanders (Chair, UoC), Kevin Blencowe (CCC), Valerie Holt (CCC)(from 10.20), Karina Prasad (UoC) (until 11.10) and 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), Matt Dawkes (NWC Finance Director), Alex Charter (Accounts Clerk), Robin Uttin (UoC Assistant Director of Finance), Debbie Kaye (CCC) (from 11.00), Adam Evans (NWC Project, observing)

**Apologies:** Deborah Lowther (UoC)

		<b>Action</b>
<b>163</b>	<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>	
<b>164</b>	<p><b><u>Minutes of the previous meeting and matters arising</u></b> The minutes of the meeting held on 17 September 2018 were signed as an accurate record of the meeting.  Matters arising: all actions are covered in the reports to come.</p>	
<b>165</b>	<p><b><u>Operation and Programme update</u></b> The wayfinding audit will commence in the coming week after it has been scoped. The SFC and OPdA will be consulted when agreeing the scope. Parking management and control have entered the enforcement stage, where parking notices have been issued rather than just warning notices. Inevitably there is some feedback regarding this. Feedback is also received if ticket machines are out of order, although there are other means to pay such as the App, phone or website. The machines are now fairly stable in their operation. The bus gate bollards will be operational prior to Christmas. It was noted that parents dropping off children at school are parking on verges and this will become an increasing problem as the nursery fills and school grows. The Operations Director will continue to talk to the school about this. The operations team are now situated in the Estate Management Office on the site which assists with cross services communications and responses.  It was a very busy summer with 527 units now occupied and the first private residents have moved into the Athena housing. Approximately 20 private residents are expected by Christmas, bringing a new dimension to the</p>	<b>WF</b>

<p>166</p>	<p>community. More retail units will open in Spring 2019.</p> <p>The Trust received the update report.</p> <p><b><u>Centre Reports</u></b>  <i>Community Centre Manager Report, Dashboard and Risk Register.</i></p> <p>The procurement of the appropriate audio equipment is now complete, and the PA speakers have been repositioned. The internal and external signage is in place.</p> <p>The Centre did not win the Stirling Prize but won supreme building in the Brick Awards and the Architect Journal Award and Wood Awards are yet to be announced.</p> <p>The Centre Manager spoke of various issues concerning the Centre such as</p> <ul style="list-style-type: none"> <li>• the bus times in the evenings</li> <li>• a free cake and coffee café that has started on Monday mornings</li> <li>• a Christmas event on 11 December</li> <li>• the mobilisation of sports events</li> <li>• the brochure for weddings and conference trade</li> <li>• the first conference (on social media) that was held and has already attracted further bookings and its own repeat booking.</li> </ul> <p>In order to take credit card bookings and the associated data storage, the Centre requires an Information Storage Policy. A sample policy was presented taken from Barclays recommended option for charities. The Centre Manager will also consult with the Council and University for appropriate information storage policies. As part of the process of taking credit card payments a company based in the US attempted to hack into the Centre payments, but was unsuccessful.</p> <p>The Trust received the report.</p>	
<p>167</p>	<p><b><u>Staff Review</u></b></p> <p>Confidential minute.</p> <p>The Christmas closure period was noted. It was also noted that since opening, along with the centre manager at Clay Farm, which opened at a similar time, the staff and managers have worked extremely hard to get the Centres to the programmes and positive places they are at now.</p> <p><b><u>Finance Report</u></b></p> <p>There was an income increase in October and a cash injection from the University. Income was on track with the forecast. It had been agreed with the auditors that the University money was to be regarded as income. The lease amortisation was also included; the lease being for 101 years. The auditors had made just a small adjustment to the accounts to take account of holiday pay, and they had clarified the position in regard to the University income. The audit</p>	

	<p>report has yet to be received. Fixed asset costs and replacement costs will be transparent in the accounts.</p> <p>The Trust received the report.</p> <p><b><u>Business Plan and Budget 2019</u></b> The timetable for the plan was noted as appropriate.</p>	
<p>168 169</p>	<p><b><u>COMMERCIALLY CONFIDENTIAL MINUTE</u></b> <b><u>Contract negotiations</u></b> <u>The TFM contract</u></p>	
<p>170</p>	<p><u>Lease of buildings</u> The lease is back with the University, with two outstanding items to clarify. Drawings for the photovoltaics are being commissioned and may take up to a week. The start date of the lease is important to the running of the twelve years of University covering all costs (both University and City Council equal shares).</p>	
<p>171</p>	<p><b><u>Any other business</u></b> There was none.</p>	
<p>122</p>	<p><b><u>Date of next meeting and Items for next meeting.</u></b> The date and items were noted. The next meeting will take place on 17 January 2019. The meeting closed at 11.30.</p>	

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Signed by the Chair

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Date