

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

Held on 17 January 2019 at 10.00 in the Storey’s Field Centre, Eddington

**Present:** Jeremy Sanders (Chair, UoC), Kevin Blencowe (CCC), Valerie Holt (CCC)),

**In attendance:** Richard Brown (SF Centre Manager), Françoise Jarvis (WNWC Head of Corporate Governance/ Trust Company Secretary), Matt Dawkes (NWC Finance Director), Alex Charter (Accounts Clerk), Yelena Popova (artist) (from 11.00)


**Apologies:** Deborah Lowther (UoC), Karina Prasad (UoC), Baiju Thittala (CCC), Warren Forsyth (NWC Operations Director), Sally Roden (CCC), Heather Topel (WNWC Project Director), Robin Uttin (UoC Assistant Director of Finance), Debbie Kaye (CCC)

		<b>Action</b>
<b>173</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.                      Declarations of Interest – the Chair declared an interest in the parking update to come due to being contacted by a personal acquaintance over the issue.</p>	
<b>174</b>	<p><b><u>Minutes of the previous meeting and matters arising</u></b>                      The minutes of the meeting held on 16 November 2018 were signed as an accurate record of the meeting.                       Matters arising: all relevant matters were on the agenda for discussion.</p>	
<b>175</b>	<p><b><u>Operation and Programme update</u></b>                      The Operations Director provided a briefing for the Head of Corporate Governance to present.                       The Key Worker Housing has now all been handed over for phase 1 and is at near full occupancy, with a steady but slow increase in private residents joining the site.                      Placemaking is a priority for action and the strategy is almost agreed. Sports bookings are increasing, aiding Community cohesion.   <u>Parking.</u>                      An update was provided on how the processes are being managed and where necessary revised in response to feedback.                      The Chair raised an incident that had been brought to his attention concerning a disability event at the Centre. The Operations Director had been personally</p>	

	<p>involved in settling this matter and a review of disabled parking, including on double yellow lines around the site will be taken to the Executive Committee.</p> <p>Issues with parking and the reliability of the ticket machines continue to be a source of complaint from Centre users.</p> <p>The Trustees requested that parking remain on the agenda for the next meeting.</p> <p>The TFM contract, tender process and separation of hard and soft facilities management were noted. The contract is currently extended to 31 March 2019 and it was noted that the timetable is tight to tender in this timeframe.</p> <p>The Trust received the update report.</p>	
<p><b>176</b></p>	<p><b><u>Centre Reports</u></b>  <i>Community Centre Manager Report, Dashboard and Risk Register.</i></p> <p>The report noted that there had been 35,000 visitors to the Centre between April and December 2018. The Centre Manager may add a counter to the door. The Centre is now through the defect period and into steady state management.</p> <p>The Trustees were provided with an update on the latest awards won by the building, including brick and wood awards, as well as a prestigious Architect Journal award.</p> <p>The soft FM service has improved recently.</p> <p>Successful events included a Christmas event with Father Christmas, as well as the regular yoga and well-being events.</p> <p>The Business plan will be brought to the next meeting and projects 486 events through the year. The Centre is achieving these figures now, although many are small or low fee events. Three weddings have been held and more are booked in for the spring/ summer months.</p> <p>The Trustees requested a table or chart rather than the pie charts currently being used to show the events at the Centre.</p> <p>The Trust received the report.</p>	<p><b>FJ/WF</b></p> <p><b>RB</b></p>
<p><b>177</b></p>	<p><b><u>Staff Review</u></b></p> <p>The Centre Manager has been working on the figures along with the NWC Accounts clerk. The proposal is for a further £26k in funding to provide a flexible 32 hours a week of extra staffing. The plan provides for more high value events utilising this extra manpower to decrease the deficit. At present such high value events as conferences and weddings are not being actively pursued as the people are not in place to staff them.</p> <p>The staff-hour deficit is currently 40 hours, so the Trustees sought assurance that a further 32 hours would meet the expected demand, and the Centre Manager</p>	

	<p>responded that flexibility was being built-in. Part of the plan includes a re-evaluation of one current post to provide an assistant Centre Manager.</p> <p>The number of high value events required to justify this extra staffing expense will be a challenging target.</p> <p>Overall, the proposal is a positive one, supported by the Finance Director, depending on flexibility and a one year review. The University, as the primary funder, will be required to approve the revised staffing budget also.</p> <p><b>The Trust recommends to the University the staffing increase of 32 hours a week at an annual cost of £26K.</b></p> <p>If accepted by the University it will be a priority to pursue high value events. A strategy to do this is coming together and there will be talks with MeetCam and Cambridge Dining. Wedding parties will be allowed to establish themselves before the idea of being a licensed venue is pursued.</p> <p>The budget needs approval from both CCC and the University.</p>	<p>MD to discuss with RU</p> <p>RB</p> <p>FJ</p>
<p><b>178</b></p>	<p><b>Finance Report</b></p> <p>The accounts Clerk presented the figures. The income is a little lower due to there being more private parties in December and fewer gigs that bring high bar proceeds. Expenditure is on track and there are no changes to the fixed assets. The reserve in the accounts is the working capital payments from the University. Income to July will need to increase substantially but current predictions are that this is achievable.</p> <p>The Trust received the report.</p>	
<p><b>179</b></p>	<p><b><u>Accounts</u></b></p> <p>The charitable accounts are with the auditors. There is only one amendment to make in reference to the reserve. The company is VAT registered and a VAT inspection over the University has commenced, seemingly without issue, although the report is yet to be seen.</p> <p>The accounts will be circulated when ready.</p>	<p>MD</p>
<p><b>180</b></p>	<p><b><u>Contract Negotiations</u></b></p> <p><b><u>TFM contract</u></b></p> <p>An update was received under the Operations Report.</p> <p><b><u>Lease of buildings</u></b></p> <p>The lease is now with the Trust’s lawyers and very close to being ready for sign-off. The issue of when the twelve years starts to run is to be clarified; as is the position if a surplus is made, either within the 12 years or after, and what would happen to that surplus in terms of repaying the University for its financial support.</p>	<p>WF/MD</p>
<p><b>181</b></p>	<p><b><u>Governance</u></b></p> <p>An update on the liability insurance was provided.</p>	

	A change of address bank letter was approved for signature.
<b>181</b>	<b><u>Any other business</u></b> Valerie Holt is leaving the Council in May 2019 and so potentially is Kevin Blencowe. The Council will need to find replacement Trustees.
<b>182</b>	<b><u>Community art</u></b> Yelena Popova attended and presented her idea for the tapestry work for the Centre foyer. The work takes inspiration from the scientist Hertha Ayrton, connected to Girton College, exploring electricity and ripple effects. A roller mechanism will be employed to move the tapestry when exhibitions take place. Timescales, launch events and supporting leaflets were discussed. The Trust appreciated the design and it will now go to the Public Arts Advisory Panel to instigate the formal approval process.
<b>183</b>	<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 14 March 2019. The meeting closed at 11.30.



Signed by the Chair

14 March 2019

Date