

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

Held on 14 March 2019 at 10.00 in the Storey's Field Centre, Eddington

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

In attendance: Richard Brown (SF Centre Manager), Françoise Jarvis (WNWC Head of Corporate Governance/ Trust Company Secretary), Matt Dawkes (NWC Finance Director), Robin Uttin (UoC Assistant Director of Finance), Alex Charter (Accounts Clerk), Warren Forsyth (NWC Operations Director)

Apologies: Deborah Lowther (UoC), Baiju Thittala (CCC), Sally Roden (CCC), Heather Topel (WNWC Project Director), Debbie Kaye (CCC)

		Action
184	<p><u>Welcome Declarations of Interest</u> 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>	
185	<p><u>Minutes of the previous meeting and matters arising</u> The minutes of the meeting held on 17 January 2019 were signed as an accurate record of the meeting. Matters arising: all relevant matters were on the agenda for discussion.</p>	
186	<p><u>Operation and Programme update</u> The Trust heard that all available Key Worker Housing apartments are now occupied. There are few private occupancies taking place but the Operations team is working closely with the Hill sales team. The shop front work is being undertaken and a coffee shop, restaurant and pharmacy will be amongst the first retailers on site.</p> <p>Parking remains a focus of complaints, but there are no consistent themes that can be addressed. Changes to the parking policy are now included in the public facing webpages and maps. If the Centre attracts a disability specific event the Centre team will work with Portal to reserve extra parking spaces. The Centre informs bookers about parking on the site but it is then left with the booker to inform all participants. During the review of the booking form it may be possible to add a 'tick box' to alert the Centre if there are mobility restricted participants expected.</p> <p>The rest of site including the Western Edge, waste management, District Heating Network are all operating on a business as usual basis.</p> <p>The Trust received the update report.</p>	
187	<p><u>Centre Reports</u> <i>Community Centre Manager Report, Dashboard and Risk Register.</i> The Centre Manager reported. The facilities management is being reviewed in an aim to reduce costs and fees, so services are being considered as separate</p>	

	<p>needs rather than a package. Some service could be taken in-house but this will involve a trade-off of staff time.</p> <p>CONFIDENTIAL MINUTE</p> <p>A trial terminal to pay for parking has been installed in the Centre and is proving to be very useful for regular Centre users.</p> <p>The programme has had a number of sell-out events, classic Indian music, a yoga day, Disability and medical themed events, science festival, museum interactions, Kettle’s Yard collaborations etc. providing a full and diverse range of activities. Music and comedy events make money from the venue hire but mainly from the bar. The calendar is booked through to June, with a quiet Easter period. Marketing and local press has been low key due to operational priorities; and this will change as staff numbers increase. There were 40,000 people through the door from April 2018 to February 2019.</p> <p>The Centre saw two H&S incidents, both coincidentally on the same day when a sewer malfunction caused a performance to be cancelled, and a guest had a fall outside the Centre after an evening performance that day. The investigation into the fall is ongoing.</p> <p>The Trust received the report.</p>	
<p>188</p>	<p><u>Community Development update.</u> <i>Lisa Pollitt (CCC Development Officer) joined the meeting.</i> Ms Pollitt provided an overview of the activities and events that had taken place including the Christmas event which attracted school parents and Girton residents as well as Eddington residents. Well-being classes have been held, and regular ongoing groups such as Teddington and Eddies café. An update on the Community Chest fund to which residents can apply for start up grants was provided. A toy swap and repair café has proved to be successful, as has a cinema club. An environmental day is being planned and the Zoology museum is also coming to the Centre. There are Sunday walks around the site, a running club and a newly-formed orchestra also.</p> <p>The Trust received the report. <i>Lisa Pollitt left the meeting.</i></p>	
<p>189</p>	<p><u>Financial Reports</u> <u>Business Case and Budget</u> This is a first draft of the Business case. It is a comprehensive document revised to the current open status of the Centre. The Budget section includes the approved additional staff budget. Grants have not yet been applied for, but this remains a possibility, especially to the Arts Council, maybe in conjunction with Kettle’s Yard.</p> <p>ACTION – RB, KP, City Art team to meet with Kettle’s Yard and CamLive to consider cooperation in grant bids.</p>	<p>RB to set up meeting</p>

	<p>The open space known as the Storey's Field is not yet the responsibility of the Trust as the lease for the building is taking priority.</p> <p>ACTION as the lease is prepared for the Open land, the Trust requested a report including liabilities, insurance provisions, potential uses of the land and SSSI implications.</p> <p>The Trust approved the hire rate increase of 3% from April. The conference and wedding package rates will be reviewed.</p> <p>ACTION – at the next meeting the final version of the Business Case and budget will be brought for approval and transfer to the Members (City Council and University) for approval.</p>	<p>Instruct lawyers</p>
<p>190</p>	<p><u>Finance Report</u> At the half-way point through the financial year, a substantial increase in income is required. The income achieved in November 2018 is the level that needs to be met each month. The additional staff that will enable the higher income activities will not be in place until June or July and so will impact on next year's finances.</p>	
<p>191</p>	<p><u>Accounts</u> The first draft of the accounts are with the auditors and have been circulated to the Trustees. There is no expectation that the figures will change. The Chair was consulted over the narrative Chair's Report.</p> <p>A query on the term of support from the University was noted as an accounting phrase and the reserve from the University as part of the Section 106 obligations was noted.</p> <p>The Trustees were content with the Accounts, and approved them for signing following the Auditor's report.</p>	
<p>192</p>	<p><u>Contract Negotiations</u> <u>TFM contract</u> CONFIDENTIAL MINUTE</p> <p><u>Lease of buildings</u> The lease is progressing slowly, with just a few points of clarification to bring back to the Trustees before it is prepared for signing.</p>	
<p>193</p>	<p><u>Governance update</u> <u>Trustee appraisals</u> The continuing Trustees were requested to contact the Chair to arrange their annual appraisal. The Head of Corporate Governance will circulate the assessment form for completion.</p> <p><u>Chair of the Trustees</u></p>	<p>Trustees/ FJ</p>

<p>194</p>	<p>The chair ship is due to transfer to a City Council nominated Trustee in June, however of the three City nominated Trustees, two are stepping down in May and the third is relatively new to the Trust. Therefore, it was proposed and accepted that the current Chair, Jeremy Sanders, a University nominated Trustee continue as Chair until December 2019 before handing over to a City Council nominated Trustee. The Trust members will also be consulted.</p> <p><u>Trustee Training</u> The training was noted. It will be held on 21 May.</p> <p><u>Any other business</u> <u>Equality Pledge</u> The Centre Manager proposed that the Trust sign up to the Equality Pledge which has been signed up to by both the University and the City Council.</p> <p>The Trust agreed.</p> <p><u>Hire Terms and conditions</u> The Centre Manager has updated the terms and conditions to strengthen the conditions relating to bringing alcohol onto the premises.</p> <p>The Trust noted the revisions.</p> <p><u>Planning for the Hotel</u> The hotel plans are with the Planning Department and the Trust had been contacted for comment. The period for objections has now passed. The hotel is seen as a positive matter for the Trust bringing conference trade with it.</p> <p><u>Trustees</u> This was the last Trust meeting for Kevin Blencowe and Valerie Holt. Both were thanked for their contribution to the work of the Trust.</p> <p>195 <u>Date of next meeting and Items for next meeting.</u> The date and items were noted. The next meeting will take place on 3 June 2019. The meeting closed at 11.20.</p>	<p>FJ</p>
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Signed by the Chair

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Date