

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

Held on 3 June 2019 at 9.30 in the Storey's Field Centre, Eddington

Present: Jeremy Sanders (Chair, UoC), Karina Prasad (UoC), Deborah Lowther (UoC), Katie Thornburrow (CCC), Mike Sargeant (CCC)

In attendance: Richard Brown (SF Centre Manager), Francoise 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) Sally Roden (CCC), Heather Topel (WNWC Project Director)

Apologies: Debbie Kaye (CCC), Greg Chadwick (CCC)

		Action
196	<p><u>Welcome Declarations of Interest</u> The new Trustees were welcomed to the meeting and introductions made. 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>	
197	<p><u>Minutes of the previous meeting and matters arising</u> The minutes of the meeting held on 14 March 2019 were signed as an accurate record of the meeting. Matters arising: all relevant matters were on the agenda for discussion.</p>	
198	<p><u>Operation and Programme update</u> The Operations Director reported that the KWH is almost at full occupancy and a small number of private residents join each month. The KWH is approximately 60% Postdocs which is a proportion likely to increase and approximately 20% support staff. College staff are eligible to apply. Stakeholder meetings are held on a regular basis. Work is continuing to the sports fields, swales maintenance and remarking of roads. Open Eddington will be held again in September and a Discovery day is being held on 15 June. Monitoring of the bus travel use is ongoing. Mears are reviewing their systems and coding to improve reports, and the Centre Manager is assisting in this process.</p> <p>Security issues concerning bike thefts and anti-social behaviour had been dealt with. A Trustee brought to the Operation Director's attention a report of an assault on the site. The Centre Manager confirmed security had not been an issue at the Centre.</p> <p>The Trust received the update report.</p>	WF to follow up.

199	<p><u>Centre Reports</u> <u>Community Centre Manager Report, Dashboard and Risk Register.</u> The Centre Manager reported. There had been 34,000 people through the Centre doors from April 2018-March 2019, which indicated good numbers in comparison with other Centres. The report showed the time spent on certain types of activity and the revenue generation from them. All KPIs were being met except for financial (to be discussed under Finance Reports).</p> <p>The signing of the lease had been added to the Risk Register, as progress in getting to signing was slow.</p> <p>It was difficult to benchmark against other Centres, as some were long established or offered different services to the Centre. The Meadow Centre had a high letting value and café revenue. Clay Farm has more rooms to let than the Centre, but the Centre appears to generate more income. The wedding and conference trade promotional material is with the designers and the Centre has joined Meet Cambridge to pick up more conferences. Trustees shared experiences of using Meet Cambridge.</p> <p>A recap on the purpose of the Centre, its local, and regional ambitions and mix of bookings throughout the week was provided for the new Trustees.</p> <p>The Trust received the report.</p>	<p>RB report back on Meet Cambridge experience.</p>
200	<p><u>Finance Report</u> Income for April was slower than that for March. The peak month of November 2018 was the target income, but it was unlikely that this would be achieved. October – December will always be busier than the early year months, and closures over Easter and the summer impact on income. The income is up on the previous year as the Centre grows. The staff recruitment is taking place, but some bookings have been constrained due to staff numbers. It will be the end of year 2 of operations before there is a firmer idea about income, the year-end being 31 July.</p> <p>There was a discussion about whether it is more expensive to run this Centre, than others. The fixed staffing costs are known and it is run on a lean staff rota. The cost of heating the building, considering its size, design and operating hours was also noted to be a concern to the Centre Manager.</p> <p>It was agreed it would be useful to know the fixed costs against the capacity, so that if the Centre was run at 100% capacity would it then meet its costs?</p> <p>Action – the Business Plan needs to address this question. If the Centre was fully booked throughout its opening hours at wholly community rates of activity, how would this look financially, and contrast this to the same scenario on a fully commercial basis. The proportion of commercial to community activities that would bring it to a break-even position could then be assessed. The percentage of the building currently being used will enable the Trustees to see the spare capacity and also with the above bookends they</p>	<p>RB in business case – September 2019</p>

	<p>can decide if the trade-offs to achieve financial stability would unduly impact on the charitable aims.</p>	
201	<p><u>Financial Reports</u> <u>Business Case and Budget</u> This item was addressed in part in the above minute. The financial figures are a worsening picture from previous reports and so any further cash requirement will need to be referred to the University.</p> <p>The Business case, with the above information is to be brought back to the Trust prior to approval.</p>	MD to refer to Uni.
202	<p><u>Auditors for accounts ending July 2019</u> It was noted that between meetings the Trustees had agreed to appoint PEM as the auditors for the accounts for the year ending 31 July 2019. The Chair will sign the appointment letters and PwC will resign as the auditors.</p>	
203	<p><u>Heat Supply Agreement and calculations</u> There are a number of factors to consider when viewing the current heat and hot water bill for the Centre and comparing it to the bills paid at other community centres and against the original projected expense (which was based on another community centre's costs). In July the Trust will receive a presentation on how heat usage compares with design expectations and how the bill is constructed including the standing charge, availability charge and usage. The means to ensure that early users are not penalised for inefficiencies due to low numbers of users will also be covered in the presentation. The Trust will not be able to sign the Heat Supply Agreement until this presentation is received and understood.</p>	
204	<p><u>Contract Negotiations</u> <u>TFM contract</u> Alternative models for the provision of the facilities management services have been explored, tendered and costed over the previous few months. Options included moving some services onto the existing Centre staff or bundling hard and soft services separately. Risk assessments were included in considering the range of options. The University Estate Management team were approached and an in-house janitor briefly considered. The Total Facilities Management contract was noted, and how it meant a share of site wide, but not Centre specific, services were included in the costings.</p> <p>The results of the tender process resulted in the current TFM provider for the site being the best option for the Centre. Thus, remaining with the current provider, Mears, and agreeing to call-off from the Framework contract for its remainder of 5 years was agreed.</p>	
205	<p><u>Lease of buildings</u> The lease for the building was presented for signing. <i>(NB. The Chair signed it after the meeting formally ended).</i></p>	

- 206** Variation to the lease
The shared plant room with the nursery requires further arrangements to be put in place to ensure there is no duplication of work or cost. The variation will remove the plant room for the landlord to manage, with approved costs shared between the Trust and nursery provider.
- 207** Governance update
Review of Trustee authorisations and bank signatories
The revision to the Financial regulations was **approved**, enabling the Operations Director to sign off the City Council wage bills, so long as they were within the approved budget.
- The Trust's current account - it was agreed to remove Sian Reid and Kerry Sykes as signatories and add Matt Dawkes (current NWC Finance Director).*
- Credit Card – it was agreed to remove Kevin Blencowe as a signatory and add Matt Dawkes (current NWC Finance Director) and Alex Charter (Accounts assistant) as an administrator.*
- It was also **agreed** to add Mike Sargeant, CCC nominated Trustee as a signatory to both the current account and credit card.
- 208** Trustee Training
The training was noted. It was held on 21 May and proved to be very useful.
- 209** Meeting dates 2020
The proposed dates were accepted except for 14 May which would be very close to the local elections when all councillors would be required to re-stand for their seats. It was agreed to move this meeting forward to 30 April.
- 210** Any other business
Trustee appraisals
The Chair is to arrange the annual appraisals with continuing Trustees.
- The temporary coffee stall on site would be required to cease trading there when the retail café unit opens. It was noted that the owner had become part of the Community and options were considered for him pitching up outside of the Centre. In the first instance, it would need to be explored whether the Trust had the power to agree to such a move.
- 211** Date of next meeting and Items for next meeting.
The date and items were noted. The next meeting will take place on 18 July 2019. The meeting closed at 11.10.



Signed by the Chair

18 July 2019

Date