

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

Held on 18 July 2019 at 10.00 in the Storey's Field Centre, Eddington

**Present:** Jeremy Sanders (Chair, UoC), Karina Prasad (UoC), Katie Thornburrow (CCC), Mike Sargeant (CCC), Greg Chadwick (CCC)

**In attendance:** Richard Brown (SFT Facilities Manager), Matt Dawkes (Finance Director), Alex Charter (NWC Assistant Accountant), Debbie Kaye (CCC), Sally Roden (CCC), Heather Topel (Project Director), Warren Forsyth (NWC Operations Director), Stephanie Jones (minutes), Robin Uttin (University Finance team)

**Apologies:** Deborah Lowther (UoC), Francoise Jarvis (WNW Head of Corporate Governance)

|     |  | Action  |
|-----|--|---|
| 212 | <p><b><u>Welcome Declarations of Interest</u></b><br/>                     All were welcomed and introductions made.<br/>                     Apologies were received as noted above. The meeting was confirmed to be quorate.<br/>                     KP declared her interest in supporting an independent mobile coffee retailer to remain at Eddington. This is a matter that sits outside of SFCT parameters, so WF will discuss separately with KP.</p>   | <p><b>WF/SJ to send date to KP to discuss</b></p> |
| 213 | <p><b><u>Minutes of the previous meeting and matters arising</u></b><br/>                     The minutes of the meeting held on 3 June were signed as an accurate record of the meeting.<br/>                     Matters arising: all relevant matters were on the agenda for discussion.</p>  |   |
| 214 | <p><b><u>Operation and Programme update</u></b><br/>                     The Operations Director reported that KWH occupation is high and steady, and that the operational support in place is stable. Private residence occupation in the Hill development is slowly growing. Retail units are in progress, with the plan in place to fill the first ones around the end of the summer. The stakeholder group is active, especially with the construction of the hotel starting imminently, and communications about this development are strong. Parking complaints and charges are dropping off. The bollard system is now live, but due to a high level of incidents/bollard strikes, the system is under review.</p> <p>RB noted that the Centre has lost three customers due to parking restrictions, and HT offered that other centres have similar issues. The Chair suggested this to be a relatively short-term problem that will stabilise in coming decades.</p> <p>WF noted that Open Eddington is scheduled for 14 September 2019, and that NWCD is keen for stakeholder involvement. It is noted that the commissioned tapestry is scheduled be unveiled on the day of Open Eddington, which should bring some additional attention to the Centre.</p> <p>The Trust received the update report.</p> |   |

|     |  |  |
|-----|--|--|
| 215 | <p><b><u>Centre Reports</u></b><br/> RB reported that the Centre has seen an increase in the number of bookings. Progress has been made in implementing the staff review, and that the Centre is adding new roles by increasing the hours of the staff members currently in place. The Business Case was submitted in March; a more detailed five year plan will be presented after a full calendar year of cost are known.</p> <p>The lease for the Centre building has been signed by all relevant parties, and is now with the Land Registry.</p> <p>A brochure for events (tailored for corporate events and weddings) is in progress. It was suggested that the Centre and the new hotel could collaborate on wedding/event packages. This will be carried forward once the hotel construction has progressed.</p> <p>The Trust received the report.</p>                | <p>KP to give details of events management group to RB</p> |
| 216 | <p><b><u>Finance Report</u></b><br/> The summer has been quiet, with the income approximately £15k below projection. Staffing costs are also below projection.</p> <p>The Trust agreed to approach the University of Cambridge to ask for additional funding for operational costs. The Finance Director and University finance representative, with inputs from the Chair following further trustee discussions, will consider the required funding levels.</p> <p>The Business Case will be presented at the September Trust meeting and will address the achievement of financial stability considering the proportion of commercial and community events that could be held in the Centre.</p>   | <p>RB in business case</p>                                 |
| 217 | <p><b><u>Heat Supply Agreement and calculations</u></b><br/> WF presented details regarding benchmarking against similar community centres, which showed that SFC is running more efficiently than the average. The Centre is also operating more efficiently than the original design plan. The data presented included information from the past winter.</p> <p>The Trust asked for a comparison between the cost of a traditional boiler system (including repairs and replacement costs) with the current DHN model. The Heat Trust provides comparisons, but they are more for residential sites. It was noted that the Centre can only obtain its heat and hot water through the DHN.</p> <p>The Trust has also asked for closer monitoring of usage, and the potential for setting up separate thermostat zones to allow for more precise control over the space.</p> |  |

|  |  |   |
|--|--|---|
|  | <p>The HSA rate was set by the design calculation of the building (154 kWh), and this rate can be adjusted after the initial 2 year window.</p> <p>The figures for the peak demand for the Centre for making future comparisons were requested.</p> <p>The Trust agreed to accept the Heat Supply Agreement.</p> <p><b>218</b>    <b><u>Business Continuity Plan review</u></b><br/> It is confirmed that two copies of the BCP are kept off-site. Contact details for the OPdA require updating. The Centre is currently to be used as temporary accommodation for Eddington residents in the event of an emergency and the Centre Manager will discuss with the City Council whether the Centre would be likewise useful to house other City residents in cases of emergency.</p> <p><b>219</b>    <b><u>Contract Negotiations</u></b><br/> <b><u>TFM contract</u></b><br/> The Trust agreed to maintain Mears as its service provider and will seek to extend the cleaning side of the contract to cover 30 weekend days per calendar year. This agreement will need to be formalised after any additional charges are known.</p> <p>In regards to the incentivisation scheme, the Trust has declined to participate in the scheme at this time.</p> <p>There was a discussion on the open space behind the Centre , with HT reminding the Trust that the Section 106 Agreement earmarks the open space to the Centre (exclusive of the cycle pathways and play areas), and that the land must be kept as open space (no modifications to the space are allowed). The costs of maintaining the open space will be provided to the Trust at the next meeting. If the Trust did not wish to accept the transfer of the land to the Centre, the decision would need to be taken back to the planning board. It is agreed that this will be referred to the next meeting for further discussion.</p> <p><b>220</b>    <b><u>Governance update</u></b><br/> Trustees and the Chair will arrange the annual appraisals.</p> <p><b>221</b>    <b><u>Date of next meeting and Items for next meeting.</u></b><br/> The date and items were noted. The next meeting will take place on 12 September 2019. The meeting closed at 11.40.</p> | <p style="text-align: center;"><b>Agenda for next meeting</b></p> |
|--|--|---|



Signed by the Chair

12 Sept 19

Date

