

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

Held on 12 September 2019 at 10.30 in the Storey's Field Centre, Eddington

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

In attendance: Richard Brown (SFT Centre Manager), Matt Dawkes (Finance Director), Sally Roden (CCC), Heather Topel (Project Director), Warren Forsyth (NWC Operations Director), Robin Uttin (University Finance team), Vicky Haywood (Community Development), Françoise Jarvis (WNW Head of Corporate Governance)

Apologies: Deborah Lowther (UoC), Karina Prasad (UoC), Alex Charter (NWC Assistant Accountant)

		Action
222	<p><u>Welcome Declarations of Interest</u> Apologies were received as noted above. The meeting was confirmed to be quorate. Greg Chadwick noted he had a new employer to declare in the Register of Interests.</p>	<p>FJ to update Register</p>
223	<p><u>Minutes of the previous meeting and matters arising</u> The minutes of the meeting held on 18 July 2019 were signed as an accurate record of the meeting. Matters arising: all relevant matters were on the agenda for discussion.</p>	
224	<p><u>Operation and Programme update</u> The Operations Director reported. Full occupancy continues across the key worker housing and private residential sales are progressing, albeit slowly. The next retail unit occupant will be announced shortly. The Post Occupancy Evaluation is underway with a technical assessment from BMS on temperatures, water flow, lighting levels etc. and a survey from residents. The feedback from the Community will inform placemaking and activities at the Centre. Neighbourhoods such as Girton are also included in the community building activities and stakeholder meetings regarding the project. The Trust received the report.</p>	
225	<p><u>Centre Reports</u> <u>Community Centre Manager Dashboard Report</u> RB reported that the Centre staff review implementation is almost complete. There have not been any bookings made through Meet Cambridge yet, but the Centre is keeping a close eye on potential bookings in order to bid when appropriate. There are a few large conferences booked into the Centre but there is space for more bookings. The Centre has worked closely with Visit Cambridge and its latest marketing leaflet has been distributed. The risks have been reviewed and a new risk included concerning the safety of young people at</p>	

events; there have been no incidents as such, but the staff are being prepared for the autumn season.

Brexit planning has included consideration of critical supplies such as petrol shortages meaning staff cannot get to work, and also bookers cancelling events if travel is disrupted. The Centre can be a place of safety and information for the local area if there are displaced people. Cancelled bookings will impact on the five year projections, but at this stage the Brexit impact cannot be predicted.

The first financial year saw 40,000 visitors to the Centre.

The Trust **received** the report.

226 Community Development Review

Vicky Haywood (CCC) reported on a number of community events:

- Eddington eats which takes place once a month
- Open Door, a social event for residents which is creating a Residents Association
- Teddington continues with approximately 25 families. They are working with the Zoology department on language development.
- A Toy swop and repair shop has attracted local media interest
- A Diwali celebration is planned for October
- Well-being events, such as the cake-run are scheduled
- Children centre talks
- Monthly Health Clinic

More events for those without children are being discussed, and events bring in people from surrounding areas, not just Eddington itself, whilst the pop/rock and beer festivals bring visitors from across the city.

An art project is taking place in November that tracks hand-made screen-printed cards across the globe.

It was noted that Sainsbury's support has been very welcome.

The Trust **received** the report.

227 Update on Art installation

The tapestry is currently in the foyer of the Centre but needs to be re-hung, an activity that will be carried out by the specialist art installers who originally hung it. The work of Hertha Ayrton is celebrated in the tapestry and an educational programme connected to her and women in science will follow.

228 Discussion on the Open Space

Under the s106 agreement, the University will shortly be making a formal offer of the land to the Trust. The Trust received a report (SFCT 122) on the uses that the land can be put to under the current s106 arrangements. The minimum maintenance that is required is one mow a year which will cost approximately £200 and the Trust will need to have insurance in place for the land.

The expectation is that the Trust will take the land, but if it does not, a variation to the s106 will be required and the University will maintain the

	<p>land. In order to understand the opportunities the land could bring a business case, including maintenance costs, would be required.</p> <p>A planning discussion is required with the City Council.</p>	<p>HT to raise with Council</p>
229	<p><u>Cost of Heating</u></p> <p>The tariff for the Centre has been amended to remove the life-cycle maintenance costs. This is seen in a slightly reduced outstanding bill, which was accepted by the Trust.</p> <p>It is difficult to show cost comparisons with other community centres due to the different sizes (including height), opening hours and uses centres are put to. The data that is available indicates that the Centre is working efficiently and is energy efficient, but it is still presented with bills that were higher than anticipated.</p> <p>The Trust accepted the heating explanation, but requested more comparison data as it becomes available and information about the peak day cost.</p>	<p>WF</p>
230	<p><u>Deed of variation</u></p> <p>There is a plant and waste area in the building shared with the nursery. Rather than have two overlapping contracts, this area has been taken out of the leases and returned to the landlord's care. The cost borne by the landlord will be shared between the Centre and the nursery, but will also be offset by a reduction in current maintenance costs.</p> <p>The Trust accepted the basis for the Deed of Variation.</p> <p><i>Robin Uttin left at 11.45</i></p>	
231	<p><u>Finance</u></p> <p><u>Finance Report</u></p> <p>The Finance Director reported. The outturn is currently being audited. Income of £120k was budgeted, but actual income was £107k, giving a gross profit of £78k. The expenses are lower than expected as the additional amount for salaries was not incurred due to slow recruitment, making an overall loss of £191k, compared to the budget expected loss of £196k.</p> <p>The Report was received.</p>	
232	<p><u>Annual Statement and accounts</u></p> <p>The 2018-19 accounts are currently being audited by PEM. The Chair's report is presented on page 3. Formal approval of the Accounts will be brought to the next Trust meeting.</p>	<p>MD to arrange to meet Trustees to talk them through the financial side of the Trust.</p>

233	<p><u>Business Case</u></p> <p>The Business plan contains the three key areas of programming, community, culture and commercial events. Any changes to the programming strategy, for example, by increasing the commercial activities, will impact on the financial figures. Four versions of the programme strategy were presented for discussion and comparison, including the current strategy which has regular community activities Monday to Wednesday, conference trade for Thursdays and Fridays and weekends held for conference, parties and live music. The other versions show the impact of increasing commercial bookings and reducing community focused events. Assumptions, including bar takings at various event types have been included.</p> <p>Traditionally community centres hire out on an hourly rate and hirers bring their own caterers, however, some Cambridge colleges, who are used to conference trade, use a per delegate rate which may provide better income.</p> <p>The discussion from the Trust included:</p> <ul style="list-style-type: none"> • The expected change in conference trade once the hotel opens • The change to the nature of the Centre if children and exercise events were reduced to allow more conference trade • Conference trade is not steady throughout the year and there are very quiet months for such events. • Current capacity and overheads and thus break-even points under each scenario. <p>At present the Centre is not attracting enough conference trade for the days set aside, so increasing such time available would not be sensible. The Trust is mindful that its primary obligation is to run a Community Centre with a responsibility to break-even as soon as it can.</p> <p>By the next meeting more should be known about how useful Meet Cambridge has been in attracting conferences.</p> <p>The Business Plan, narrative and figures will be brought back to the next Trust meeting for final approval.</p>	RB
234	<p><u>Governance update</u></p> <p><u>Trustee appraisals</u></p> <p>Three trustees left in May. Of the other two trustees, one appraisal was complete the other to be arranged.</p>	
235	<p><u>Register of Interests</u></p> <p>The Register was noted and accepted. There were no entries that caused the Trust any concerns.</p>	
236	<p><u>Performance Review of the Trust</u></p> <p>The Review was noted. The approval of the Business Case and budget were noted to be outstanding.</p>	

<p>237</p> <p>238</p> <p>239</p> <p>240</p> <p>241</p> <p>242</p>	<p><u>Review of Induction and manual</u> The manual and enclosures sent to new Trustees were noted to be appropriate and useful. A session with the Finance Director should also be scheduled into the induction process.</p> <p><u>Scheme of Delegation</u> This was noted and accepted by the Trust.</p> <p><u>Schedule of Business 2020</u> Noted and accepted by the Trust.</p> <p><u>Any Other Business</u> There was none.</p> <p><u>Date of next meeting and Items for next meeting.</u> The date and items were noted. The next meeting will take place on 14 November 2019.</p> <p><u>Trustee only session</u> <i>HT, MD, WF, RB, SR, VH left the meeting.</i></p> <p>The transfer of the Chair between the City Council nominees and University Nominees was discussed and the best time for the transfer to take place during the year. The chair transfers in December 2019 and the City Council nominated Trustees were asked, between themselves, to discuss who would take on chairing the Trust from Professor Sanders.</p> <p>Costs of running and operating Clay Farm Centre were considered. The City Council trustees will see if any further information can be obtained.</p> <p>The meeting closed at 12.10.</p>	<p>FJ to include in induction</p> <p>MS, CG, KT to consider</p> <p>KT to investigate.</p>
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Signed by the Chair

14 Nov 19
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Date

