

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

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

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

**In attendance:** Richard Brown (SFT Centre Manager), Matt Dawkes (Finance Director), Sally Roden (CCC), Warren Forsyth (NWC Operations Director), Françoise Jarvis (WNW Head of Corporate Governance)

**Apologies:** Deborah Lowther (UoC), Greg Chadwick (CCC), Alex Charter (NWC Assistant Accountant), Robin Uttin (University Finance team), Heather Topel (Project Director)

		Action
243	<p><b><u>Welcome Declarations of Interest</u></b> Apologies were received as noted above. The meeting was confirmed to be quorate.</p>	
244	<p><b><u>Minutes of the previous meeting and matters arising</u></b> The minutes of the meeting held on 12 September 2019 were signed as an accurate record of the meeting.</p> <p>Matters arising: all relevant matters were on the agenda for discussion, except to note that Katie Thornburrow had been nominated and accepted the role of Chair from 1 January 2020. Professor Sanders will continue to be invited to the pre-meet meetings.</p>	
245	<p><b><u>Operation and Programme update</u></b> The Operations Director reported. The 710 KWH units are full, with some turnover. There are 5-15 families a month joining the private housing, and Hill have rented out one block on a Build-to-rent/PRS basis. The Hotel work has commenced and it is on track to open in two years' time. The first coffee shop will be opening in early 2020. Preparations for winter are underway, with grit stockpiling and Christmas events being planned. The holiday shut-down period plans are being put in place. The infrastructure for Phase 2 is being prepared in readiness for a Phase 2 decision in 2020.</p> <p>The Trust was informed that approximately 60% of the key workers are postdocs. The rising bollards are due to go live again in the coming week and the commissioning of the grey water is being undertaken.</p> <p>The Trust received the report.</p>	
246	<p><b><u>Centre Reports</u></b> <b><u>Community Centre Manager Dashboard Report</u></b> The Centre Manager reported. November is a busy month and October was positive in terms of income, up 36% on the previous year. From the middle estimate in the budget, weddings and conferences are on target. Bookings are healthy and growing. A number of planned Christmas events were</p>	

	<p>noted. Attendance at events appears to be 60-70% from Eddington residents.</p> <p>A booking has now been taken through Meet Cambridge. There is currently no policy on accepting bookings from a range of industries and businesses, but this will be kept under review. Direct marketing to the larger Cambridge based companies will follow. The Trust agreed that the Centre Manager is free to charge a premium where appropriate for commercial bookings. Bar pricing can also be dynamic.</p> <p>The growing sustainability, vegan and zero carbon markets are all positive movements for the Storey's Field Centre.</p> <p>The Trust received the report.</p>	
247	<p><b><u>Business Case</u></b></p> <p>The budget presented to the last Trust meeting included five year projections based on a number of scenarios. The budget for approval recommends taking the medium case scenario for the current year but worst case predictions for the following years. This is based on the same balance of commercial and community events as now. The budget includes annual 3% increases in hirer charges and staff costs. It was noted that depreciation and lease costs are non-cash items.</p> <p><b>ACTION</b> - The Finance Director will liaise with Cambridge City Council to try to establish comparability with other community centre costs, for example, we have a management charge and HR overheads which other Centres may not bear.</p> <p>The Trust <b>approved</b> the Budget for 2020, as part of the Business Case.</p> <p><b>ACTION</b> The Business case will be updated with the budget information for sending to the Members of the Trust (UoC / CCC) for approval.</p> <p>Other aspects of the business case will require an update as some of the demographic information and references require revision.</p>	<p><b>MD/ SR to facilitate</b></p> <p><b>RB/ FJ</b></p>
248	<p><b><u>Finance</u></b> <b><u>Finance Report</u></b></p> <p>The Finance Director reported. The staffing costs have been lower than expected due to unfilled roles. If the year budget is divided equally across the months then July and August are below on income, however, the months are not even across the year and these are the quieter months.</p> <p>The Report was received.</p>	
249	<p><b><u>Annual Statement and accounts</u></b></p> <p>The 2018-19 accounts have been audited by PEM. There were no changes to the accounts required by the auditors.</p>	

	<p>The Trust <b>approved</b> the accounts for signature, along with the Letter of Representation. The Letter of Support from the University (David Hughes, Finance Director), was noted.</p>	
250	<p><b><u>Decision on the Open Space</u></b></p> <p>The Trust received the Letter dated 5 November 2019 from the University offering it the Open Land. It debated whether to accept the land or not.</p> <p>In favour of accepting the land:</p> <ul style="list-style-type: none"> <li>• There is a minimal maintenance requirement (one annual mow at approximately £200 a year);</li> <li>• It was always envisaged that the land would come to the Trust;</li> <li>• There could be income generating potential in years to come (wedding marquees/ outdoor cinema);</li> <li>• Avoids having to renegotiate the s106.</li> </ul> <p>Against accepting the land:</p> <ul style="list-style-type: none"> <li>• The Trust needs to focus on making the Centre viable, and the land could be a distraction;</li> <li>• Risk of public injury/ incident on the land;</li> <li>• Risk of unwanted intrusion on the land, by invasive plants, fly-tipping, non-permitted temporary occupancy;</li> <li>• Any events on the land would require specialist planning, to control public access, security, noise and light pollution.</li> </ul> <p>The Trust voted to <b>accept</b> the open space; (three in favour, one against).</p> <p>The Trust <b>resolved</b> that there would be no activities or planning for activities on the land before 31 December 2020.</p>	
251	<p><b><u>Governance update</u></b></p> <p><b><u>Financial Regulations</u></b> – the Trust <b>approved</b> a change to the authorisation levels to enable the sign-off of the monthly TFM invoice.</p>	
252	<p><b><u>Any Other Business</u></b></p> <p>Planning for the 2020-21 budget will commence at the March Trust meeting. At this point the narrative of the business case will be reviewed, such a grant funding applications and promoting the sustainability of the building.</p> <p>It was noted that this would have been Debbie Lowther’s last Trust meeting as a trustee as she steps down on 31 December 2019. The Chair wished to thank her for her involvement and contribution to the Trust.</p> <p>It was agreed that Jeremy Sanders and Katie Thornburrow would be added to the Payzone agreement (for centre payments).</p>	

253	<p><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 16 January 2020</p> <p>The meeting closed at 11.20.</p>	
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Kathie Thompson

Signed by the Chair

16/01/2020

Date