

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

Held on 16 January 2020 at 10.00 in the Storey's Field Centre, Eddington

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

In attendance: Richard Brown (SFT Centre Manager), Matt Dawkes (Finance Director), Warren Forsyth (NWC Operations Director), Francoise Jarvis (WNW Head of Corporate Governance), Alex Charter (NWC Assistant Accountant)

Apologies: Karina Prasad (UoC), Robin Uttin (University Finance team), Heather Topel (Project Director), Sally Roden (CCC)

		Action
254	<p><u>Welcome Declarations of Interest</u> Apologies were received as noted above. The meeting was confirmed to be quorate. Katie Thornburrow thanked Jeremy Sanders for his chairing of the Trust over the previous 18 months.</p>	
255	<p><u>Minutes of the previous meeting and matters arising</u> The minutes of the meeting held on 14 November 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 a replacement University nominated Trustee had been put forward to the University Council to join the Trust in place of Debbie Lowther. Jeremy Sanders provided a brief biography of the nominee.</p>	
256	<p><u>Centre Performance Reports</u> <u>Financial KPI report</u> The financial report for the month was provided, noting that expenditure is lower than expected due to salaries as the additional staff costs have not worked through yet. Income was looking good, December had had high income of £18k however, £7k was due to one event alone. To meet the budget each remaining month to July 2020 will need to bring in £15.5k. Salary costs at present do not include the University charge for financial support. The main income deficit is through the Meet Cambridge bookings, which are not meeting expectations. The lack of in-house catering or dining facilities is an issue, but also the Centre is currently not available for 80% of the enquiry dates. There will be further investigation into why the Centre is not attracting more bookings. The subscription fee to Meet Cambridge is not significant.</p> <p>The Conference bookings are on budget.</p>	

	<p>The sustainability credentials of the Centre are key for attracting events and more could be made of this, through the issuing of 'carbon footprint' data on specific events.</p> <p>The new café due in 2020 and the hotel due in late 2021 will be welcome partners for the Centre.</p> <p>The University is concerned about the ongoing costs of the Centre and that turnover is not meeting the budget. It is key to push income in order to reduce the subsidy.</p> <p>The process of examining comparator costs across other Council community centres has begun.</p> <p>The Trust received the report.</p>	
<p>257</p>	<p><u>Community Centre Manager Dashboard Report</u></p> <p>The report noted a significant event had been held at the Centre in December to commemorate the life of one of the young London Bridge terror attack victims. This had been a difficult event to host but the family had been grateful for the Centre's efforts.</p> <p>Income from hirer's was increasing from all areas except Meet Cambridge, which would make meeting the target budget a challenge. Footfall is up showing the Centre is well used. The staff review is almost finalised with the City Council.</p> <p>From a hire price review, the Centre is one of the more expensive in the area. Dynamic bar pricing is being utilised.</p> <p>A full marketing review is taking place, including the website and the Centre Manager continues to work with the North West Cambridge PR Manager on this.</p> <p>The Trust received the report.</p>	
<p>258</p>	<p><u>Operations and Programme Report</u></p> <p>The Operations Director reported that it had been a quiet period over the holidays at the site. There had been just a few more private residents joining the community. Dulcedo, the next retailer would be opening within a few months in the corner unit, opposite the Centre and would be offering catering options.</p> <p>There had been a whole site power outage. This automatically opened the front doors, although if this happened out of hours, the front door would have a physical lock preventing it from opening.</p> <p>There is no planned change to the parking controls. The number of tickets being issued is decreasing as the visitors begin to understand the system. Feedback is given to the Centre that parking continues to be an issue and people are wary about driving to Eddington.</p> <p>The Report was received.</p>	

259	<p>Governance <u>Insurance Renewal</u> The Trust heard that the University insurance team is advising that separate policies for public liability and Directors liability are not required as the Trustees would be protected by the current University policies. The Trust requires written confirmation of this and the City Council would also need to confirm cover was in place for their nominated trustees. It would also need to be clarified that cover extended to Trustees nominated by the University who are not University employees.</p>	FJ to check with University insurance team.
260	<p>Any Other Business There was none.</p>	
261	<p><u>Date of next meeting and Items for next meeting.</u> The date and items were noted. The University review of its Financial Regulations has been delayed into 2020 and so the Trust's regulations which are based upon the University's will be reviewed after the University review. The next meeting will take place on 12 March 2020.</p> <p>The meeting closed at 10.55.</p> <p><i><u>The Trustees met without any attendees other than the Head of Corporate Governance.</u></i></p> <p><i>Mears performance was raised and the Trustees requested that a full Health and Safety compliance report was presented to the Trust.</i></p> <p><i>Data on the heating at the Centre, such as peak demand over the winter months, was requested.</i></p>	FJ to request from Operations Director.

Katie Thambornon

Signed by the Chair

12/03/2020

Date

