

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

Held on 12 March 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), Karina Prasad (UoC), Lily Bacon (UoC)

In attendance: Richard Brown (SFT Centre Manager), Matt Dawkes (Finance Director), Warren Forsyth (NWC Operations Director), Françoise Jarvis (WNW Head of Corporate Governance), Alex Charter (NWC Assistant Accountant) Heather Topel (Project Director), Sally Roden (CCC), David Cook (UoC Finance)

Apologies:

		Action
259	<p>Welcome Declarations of Interest</p> <p>There were no apologies. The meeting was confirmed to be quorate. Katie Thornburrow as Chair welcomed the new Trustee, Lily Bacon, and University representative to the meeting.</p>	
260	<p>Minutes of the previous meeting and matters arising</p> <p>The minutes of the meeting held on 16 January 2020 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 the Directors Liability insurance for the Trustees and Centre Public Liability insurance had been renewed, as it had been suggested it was better for the Trust to have its own insurance rather than rely on the University's insurance policies.</p> <p>Ms Prasad noted she had some comments on the lease for the Open Land, which had been circulated previously to the Trustees. She will send her comments through to the Trust secretary after the meeting.</p> <p>The University Financial Regulations are due to be fully reviewed during 2020 and a review of the Trust's Financial Regulations, which are based on the University's, will follow. The current regulation are confirmed to be fit for purpose in the meantime.</p> <p>Coronavirus / Covid 19</p> <p>Since the previous Trust meeting a global pandemic in relation to Covid 19 had been declared. It was expected that the University, City Council and all businesses would be significantly affected through to at least May, with home-working expected within the next few days. The Centre had not closed but significant numbers of events were being cancelled. The Centre Manager detailed the precautions currently being employed at the Centre to protect staff and the public.</p> <p>The financial impact will be significant as March is one of the Centre's busiest months and a number of Science Festival events were scheduled (the Science Festival having been cancelled). The Trust noted that the City Council and the University may take differing approaches to closing</p>	

buildings such as the Centre, and therefore knowing which policy to follow would be necessary. As the employees at the Centre are CCC employees, and CCC runs the Centre, their policies are likely to take precedence. The Centre may be required to stay open as an emergency centre.

The Trustees agreed to a conference call the next day, as the UK Government was due to make an announcement that day.

261 Centre Performance Reports

Financial KPI report

The expenditure is on track, with salaries lower than expected as the revised staff structure took time to be put in place. Income for January and February was lower than previous months but this was expected to be a quieter period and takings improved on those for the same months in the previous year.

However, for income to meet the medium budget takings of £15k each month would be needed, and this was not looking likely. Meet Cambridge was the main issue, as bookers were looking for the College dining experience, which the Centre could not offer. Other income streams were on track, but the lack of Meet Cambridge bookings would not enable the budget to be achieved. Wedding bookings were up, and August, normally a quiet month had bookings for weddings, conferences and parties. The projections would need to be revisited when setting the budget for the next year.

The current Covid 19 situation meant the budget is now unrealistic as the Centre may close and / or events are being cancelled and people are staying away from events. It is unlikely that there will be much government assistance, if any, for small businesses such as the Centre and insurance is unlikely to cover the situation. Current Terms and Conditions are that cancellations can be made without penalty 14 days prior to an event.

The Trust received the report.

262 Community Centre Manager Dashboard Report

It is beginning to be possible to map out seasonal movements in bookings as there is now two years of data coming through. The summer 2020 season has healthy bookings and there are very few weekend slots left until the end of the year.

The marketing review is still needed and the Centre staff are utilising the NWC marketing team.

The Centre needs to capture feedback from users.

The Centre staff will engage with the Hotel management team when they are appointed.

The Trust considered a report showing comparative data with other CCC run centres, noting the purposes and sizes of the centres differed. The Storey's Field Centre sits mid-way between Clay Farm and the Meadows for number of users and financial comparators.

	<p><i>KP left the meeting 11am.</i></p> <p>The University subsidy to the Centre was noted. The subsidy must not grow which may require a rebalancing of the offer as it is not possible to double the number of bookings as the Centre is already operating at approximately 75% capacity.</p> <p>The Trust received the report.</p>	
263	<p><u>Community Development</u></p> <p>Vicky Haywood presented. She noted the grant applications made by residents to run events and the newly formed Eddington Residents Association. There is still money available in the Community Chest fund, which has funded 5-6 projects a year, which is higher than other areas in the city.</p> <p>The Residents Association is trying to attract the market homeowners as well as key workers.</p>	
264	<p><u>Policy Review</u></p> <p>An overview report of the policies, their dates and review schedule was presented. The Environment and Sustainability policy is yet to be written and it was noted that the University Freedom of Speech policy was being revised.</p>	
265	<p><u>Operations and Programme Report</u></p> <p>The Operations Director reported. There was nothing of significance to note, business as usual was underway. The hotel was on programme and the fit-out designs for the Dulcedo café progressing, but, as yet, there was no opening date.</p> <p>The BCP was being tested and low key actual events (storm damage to the Energy Centre) provided data on the BCP.</p>	
266	<p>A separate report on Health and Safety compliance had been requested and was presented. The building met its legislative requirements but regular testing and enhancements would be needed. Issues about fire alarms being heard during loud events was noted as the in-house PA system cuts out, but when external PAs are used, a manual intervention is needed.</p> <p>ACTION – to see if the Centre Manager can access compliance reports.</p> <p>ACTION – the post occupancy Breeam review – to check progress.</p> <p>The Report was received.</p>	<p>WF</p> <p>HT</p>

267	<p><u>Heating demand</u> To be truly confident a number of winter seasons are required, but it appears that utilisation is becoming more efficient and bills coming down. The ability to have 24/7 BMS data is being put in place. The system is largely automated and tailored to the event type being held (less heat for exercise classes and large gatherings).</p>	
268	<p><u>Governance</u> <u>Trustee appraisals</u> The Chair will make dates for appraisals and the Trust Secretary will circulate self-appraisal questionnaires. A Chair's appraisal questionnaire will also be utilised.</p>	Chair FJ
269	<p><u>Land lease</u> Any comments from Trustees will be forwarded to the Trust Secretary.</p>	All
270	<p><u>Any Other Business</u> There was none.</p>	
271	<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 30 April 2020.</p> <p>The meeting closed at 11.35.</p> <p><u>The Trustees met without any attendees other than the Head of Corporate Governance.</u></p>	



 Signed by the Chair

25 June 2020

 Date

Post meeting note. The Storey's Field Centre temporarily closed to the public on 20 March 2020, following Government advice for everyone in the UK to avoid unessential travel/ movement from their homes and to avoid gatherings of more than 2 people.