

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

Held on 25 June 2020 at 11.00 via MS Teams (and continued on 16 July 2020)

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), Francoise Jarvis (WNW Head of Corporate Governance), Alex Charter (NWC Assistant Accountant), Heather Topel (Project Director), Sally Roden (CCC), Daniel Benham (UoC Finance)

Apologies:

		Action
272	<p><u>Welcome Declarations of Interest</u> There were no apologies. The meeting was confirmed to be quorate. There were no declarations of interest, other than those previously declared.</p> <p>The Chair opened the meeting and noted the unprecedented times in which we are living and working (Covid 19 lockdown). Daniel Benham was introduced to the Trustees.</p> <p>It was noted that Heather Topel was leaving the project and that her involvement had been invaluable. Best wishes for the future were offered.</p>	
273	<p><u>Minutes of the previous meeting and matters arising</u> The minutes of the meeting held on 12 March 2020 were signed on behalf of the Chair as an accurate record of the meeting.</p>	
274	<p><u>Feedback from UoC Trustee meeting with UoC officers</u> Jeremy Sanders provided the Trust with a briefing about the meeting that had taken place between the University nominated Trustees, the NWC executive members and officers from the University, David Hughes and Daniel Benham. The purpose of the meeting had been to look at the long term future of the Centre, particularly around the financial position and support needed from the University.</p> <p>There is a need to better understand the financial drivers for the Centre, modelling what is possible and plausible in the market for a building such as this. A wide ranging discussion considered the initial modelling undertaken as the Centre was established, the operations of other centres in the City, the legal status of the Trust (although not questioning the joint venture aspect), the mix of commercial, cultural and community activities and the aspiration to break even financially. The Section 106 requirements must form part of the review.</p> <p>It was felt that external consultancy would be useful to inform the commercial activity that can be expected.</p> <p>ACTION - A framework for the full Strategic Business Review will be drafted, including elements where external advice is needed, and returned to the Trust. The City Council member nominee, should also be informed that the</p>	

review is taking place, and it was expected that the City finance team would be useful to the review.

275 Centre Performance Reports

Financial KPI report

The report showed that there had been no income in April from Centre activities, although a grant of £25k had been received in May. £600-700 had been refunded for cancelled bookings. It is expected that salaries will be reduced by approximately £10k a month if the furlough scheme comes through, (furloughed staff are receiving 100% of their salaries, with 80% claimed from the Government).

Event led costs include the hiring in of extra tables, and labour, without which the event could not take place.

The Trust **received** the report.

276 Draft Budget for 2020-21

There is currently no income for the Centre and this may take a long time to recover depending upon government advice concerning indoor gatherings. The budget tries to look at various scenarios, which account for a potential second wave or no full re-opening until February 2021. One scenario considers partial opening in October 2020, but with no mass gatherings such as live music or conferences, which may take time to recover.

The Centre Manager is following current government advice which is 1m+ distancing. If there is a re-opening in August, the deficit figures are not too far away from predicted forecast, but this would be an optimistic position to end in. There is also the potential that people do not feel safe under the government guidance and continue to stay away from events which have been deemed to be Covid safe.

It may be that the use of the external space should be reconsidered, if internal gatherings are restricted. Any use of the outside space will have to take account of the ecology of the area and consultation with Ward councillors. Outside event skills exist within the team already.

Daniel Benham left the meeting.

There is contact with residents continuing to see what type of activity they would feel safe attending. Food trucks are returning to the site in July.

The Trust **received** the report.

277 Community Centre Manager Dashboard Report

The Report shows missed KPI targets and red risks as there is no income due to Covid.

The lease for the open land is being prepared for signature.

The Trust **received** the report.

278	<p><u>Business Case – Covid 19</u></p> <p>The Business Case has been reviewed in light of Covid 19 and a section added that deals with this incident. The budgets were also updated. The Trust approved the narrative sections relating to Covid, but are not in a position to approve any budget revisions at this stage.</p> <p>Staff testing for coronavirus may be added to the re-opening plans, but any such testing will be consistent with the City Council testing regime.</p> <p>A staff review will be required in September. When the Centre opens, reduced staff may be need, but simultaneously there may be a needed for more cleaning activity.</p> <p>There has been no approach from the school about using Centre space to enable distancing amongst the children.</p>	
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The meeting was suspended at 11.30. The meeting will resume from item 3 of the agenda on 16 July 2020.

16 July 2020, the meeting resumed at 10.00

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), Francoise Jarvis (WNW Head of Corporate Governance), Alex Charter (NWC Assistant Accountant), Heather Topel (Project Director), Daniel Benham (UoC Finance)

279	<p><u>Matters arising</u></p> <p>The scope for the Strategic Review was been drafted and commented upon by University officers before being circulated for comment by the Trustees and the City Council. The scope would be ready for circulation prior to the next meeting in September.</p> <p>Legal advice has been received on the current charitable status of the Centre activities. The advice is being further explored.</p>	
280	<p><u>Policy - GDPR and Information Security</u></p> <p>The GDPR policy, as presented, was overly burdensome for a small operation such as the Centre. There is no doubt that a policy is required and GDPR legislation must be fully met but the policy created obligations that would be difficult for the Centre to meet. The University or City Council may have an appropriate policy that could be adopted and the University’s specialist in Data Protection’s guidance will be sought.</p> <p>The policy was not approved, but the Centre will use the City Council’s policy until the Trust is able to adopt its own.</p>	

	<p>The Information Security Policy was withdrawn as the Centre will move to another contactless payment provider.</p>	
281	<p><u>Operations and Programme Report</u></p> <p>The Operations Director reported. The Facilities Management services across the estate are returning to normal with testing for the reopening of buildings taking place. Staff that had been on furlough are returning to work. Placemaking activities are happening with the foodPark and mobile hairdresser returning to the site. The cycle workshop is also visiting twice a month. The pop-up retail space will open soon with the proposed café taking one pop-up space.</p> <p>The Report was received.</p>	
282	<p><u>Governance and Trust Business</u></p> <p><u>CCC service Contract</u></p> <p>This item was held to the reserved session.</p>	
283	<p><u>Trustee appraisals</u></p> <p>There is just one more appraisal to take place in the following week. Discussions had been positive.</p>	
284	<p><u>Open Land lease</u></p> <p>The solicitors for the University had prepared the contracts for signing and they would be circulated in the following week.</p>	
285	<p><u>Register of Interests</u></p> <p>The Register was noted. There was nothing declared in the Register to cause concern to the Trust. A few updates were noted by Trustees for inclusion.</p>	
286	<p><u>Any Other Business</u></p> <p>The Trustees agreed to proceed with the University's preferred auditors, PEM, for the July 2020 end- of- year statements. PEM were used for the July 2019 accounts and had provided a good service.</p>	
287	<p><u>Date of next meeting and Items for next meeting.</u></p> <p>The date and items were noted. The next meeting will take place on 17 September2020.</p> <p><i>Attendees left the meeting.</i></p>	
288	<p><u>Reserved Trustee session</u></p> <p>The Trustees met without attendees, other than Warren Forsyth for the first item of discussion.</p> <p>The Contract for Services with the City Council expires in June 2021. The renewal of the contract would be tied in with the Strategic Review. It is possible to offer an extension to the current contract, or renewal with break points to cover any period up until the Strategic Review is</p>	

	<p>complete. The certainty of remaining with the City Council for the time-being was noted.</p> <p><i>Warren Forsyth left the meeting.</i></p> <p>The utility of a Trustee away-day session had been raised in the Trustee appraisals. The Chair will look to find a suitable date.</p> <p>The Centre should consider digital delivery of some of its activities.</p> <p>The Centre needs to be prepared for quick, local shutdowns, and rapid re-openings throughout this pandemic period. The Centre Manager will be tasked with providing a checklist for a rapid lockdown and re-opening.</p>	<p>Chair</p> <p>Centre Manager</p>
	<p>The meeting ended at 11.00am.</p>	

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Signed by the Chair

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Date