

# STOREY'S FIELD COMMUNITY TRUST

Friday 17 January 2014 at 3pm

Old Schools Meeting Room

The Old Schools, Trinity Lane, Cambridge CB2 1TN

## MINUTES

Present:

Jeremy Sanders (Chair), Heather Topel (UoC), Jonathan Nicholls (UoC), Sian Reid (CCC), Rod Cantrill (CCC), Kevin Bercow (CCC)

In attendance:

Vicky Mays (UoC), Trevor Woollams (CCC), Sharon Brown (CCC), Liz Bisset (CCC), Janet Turner (BLP), Tora Smith (BLP)

Apologies: None

### 1. Declarations of Interest

There were no declarations of interest. Members were informed that they would receive a register of interest form that they would be asked to complete and return to the secretary.

**SFCT  
members**

### 2. Minutes of the Last Meeting

The notes from the last meeting held on 25 November 2013 were confirmed as accurate and the actions arising were noted.

### 3. Governance

Janet Turner explained that Storey's Field Community Trust was now registered with Companies House and an application had been made to the Charity Commission. This meant that whilst the company can become active, it should not take any actions which rely on charitable status for particular consequences.

Janet advised that the next steps would be to establish principles of governance which would form a framework of general regulations. Janet explained that a feature of a charitable company limited by guarantee is that the Board is non-executive. An executive could be provided through a donation from the University via a secondment. BLP has a series of secondment agreements which could be made available. It was agreed that officers would carry out the background work required to set up the Trust and Members would determine what type of executive function would be required in the longer term.

While at this stage it was agreed that there would be no need for separate sub committees to deal with Audit, Finance and Remuneration it was recommended that terms of reference for these groups should be drawn up. It was agreed that a mechanism for annual appraisals for members of the Trust would also be put in place. It was noted that the Chair would rotate on an annual basis and effective governance would need to remain proportionate to the size of the Trust.

A second tier of governance would also have to be considered for use once the building is in operation. Janet used an example of the way in which a charitable organisation needs to consider charging and pricing structures for use of facilities. It was agreed that existing templates and policies used in each organisation could be shared and adapted by the Trust.

BLP confirmed they could also offer guidance on the use of trading subsidiaries and outline the advantages and disadvantages of setting up a trading arm. It was noted that the Trust could trade providing that the charitable objects were being fulfilled. It was agreed that if the Trust was going to pursue commercial activities then the setup of a commercial vehicle which would be wholly owned by the charity should be explored in the longer term. It was noted that this would have the advantage of protecting the charity. The Trust agreed that for at least the first two years a trading subsidiary would not be necessary.

It was agreed that draft documentation covering Tier 1 and 2 of the checklist provided by BLP would be brought to the next meeting of the Trust.

**HT/VM/  
SB/TW**

#### **4. Timeline and Programme**

Heather Topel talked through the delivery timescales for the S106 obligations. Members of the Trust noted that the community centre would be ready for occupation in July 2016. It was confirmed that the Community Development Officer would report to the City Council and this post would be recruited around 12 -18 months before the opening of the building. It was agreed that in the meantime a skeleton business plan would be produced to be fully formed by the Community Development Officer when in post.

It was noted that Trevor Woollam's team would support the work required for the temporary community facility and would report how this would operate at the next meeting.

**TW**

#### **5. JV Entity: Spatial outcome/map**

Heather gave an overview of the entity map and members noted that the boundaries are currently indicative. The nature of the lease arrangements between the Trust and the University would need to be agreed.

**HT**

Heather would ask for the SSSI boundaries to be overlaid on the map and

**HT**

would attach some dimensions. It was agreed that a default assumption would be made that the community centre would make use of the small piece of land adjacent to the building.

#### **6. Business Plan / Budget**

The Trust agreed that the financial year end would be changed to align with the University's financial calendar which ends 31 July. It was agreed that the Charity would remain dormant until the end of the current financial year. It was agreed that the University would provide accounting support for the Trust.

It was agreed that seed funding of £5,000 would be required from 1<sup>st</sup> August 2014.

Vicky Mays reported the actions required to open an account with Barclays bank. It was agreed that Jeremy Sanders and Sian Reid would sign the mandate as Directors and authorised signatories would be selected. Members of the Trust felt that the C suite requirements were unnecessary and requested that this be checked.

**VM**

It was noted that the University indemnity insurance would cover University employees (£2 million limit of indemnity). Trevor Woollams agreed to check that the City Council insurance would provide adequate indemnity cover for the Council members.

**TW**

#### **7. AOB**

There were no items raised under any other business

#### **8. Items for the next agenda**

It was agreed that it would be useful to receive a timeline with clear milestones and to view the financial analysis which the University had prepared.

#### **9. Date of the next meeting**

The secretary was asked to seek an alternative to the scheduled date of the next meeting 26 March 2014 as several people could not attend this date.

**VM**