

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

Held on Thursday 20th July 2017 at 10.00 in the Community Room, Gravel Hill Farm

Present: Jeremy Sanders (UoC), Kevin Blencowe (Chair, CCC), Deborah Lowther (UoC), Valerie Holt (CCC), and Dan Ratcliffe (CCC)

In attendance: Richard Brown (SF Centre Manager), Warren Forsyth (NWC Operations Director), Sally Roden (CCC), Françoise Jarvis (WNWC Head of Corporate Governance/ Trust Company Secretary), Debbie Kaye (CCC), Heather Topel (WNWC Project Director)

Apologies: Ellis Ferran (UoC), and Matt Dawkes (NWC Finance Director)

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70	<p><u>Welcome Declarations of Interest</u> Apologies were received as noted above. The meeting was confirmed to be quorate. No declarations of interest were made.</p> <p>The Chair welcomed Councillor Ratcliffe, the new Trustee to his first meeting. Introductions were made.</p>	
71	<p><u>Minutes of the previous meeting and matters arising</u> The minutes of the meeting held on 25 May 2017 were signed as an accurate record of the meeting. There were no matters arising that were not on the agenda for discussion.</p>	
72	<p><u>Programme and Opening Schedule</u> WF provided an update. The building programme dates are becoming more dependable and, subject to unforeseen events, Practical Completion will be achieved on 16 November, including the furniture and equipment installation. It was agreed that soft events would be bookable during December and full marketing and opening publicity would follow in January to take advantage of quiet news/ media months.</p> <p>Full reassurances were provided to the Trust and the City Council as the centre staff employer, that no operational staff would be working in the centre building prior to Practical Completion, but if any training events took place in the centre it would be under the contractors health and safety policies, including risk assessments. The Council may, of course, wish to review any such risk assessments. The Trust accepted that the programme may move by a few days if landscaping etc. was to follow building completion, and the Trust was happy for this to be managed by the Operations Director and Centre Manager, with City Council sign-off for any working in a sectionally complete environment.</p> <p>A temporary facility is open on Lot 8, although a lack of IT connectivity means a full time presence is not yet possible. A Welcome Wednesday event is held for residents on Wednesday mornings and evenings.</p> <p>The Trust received the update report.</p>	

73	<p><u>Centre Reports</u> <u>Community Centre Manager Report, Dashboard and Risk Register</u> RB reported. His report included:</p> <ul style="list-style-type: none"> • As soon as the IT is in place the team will fully occupy the temporary centre at 46 Ryle Yard. • Recruitment is complete and the team will be in place in September. • The Business plan has the last small revisions to be made to it. • There has been a good deal of interest in the Centre with potential bookers, including, music genres from jazz to classical, exercise classes, toddler groups, ballet classes, woodcraft groups. Most of these booking would be suitable for the middle room. • Conferences will be booked from Spring 2018, and the budget reflects this. • Flags of Eddington programme has received a grant and is being planned for 2018. <p>The Risk Register has changed little, but there are closed risks (recruitment) and reduced risks. The new risks include building and equipment failure, licence issues and the compressed time between practical completion and opening.</p> <p>The Trust agreed it was sensible to apply for flexible licencing terms at this stage.</p> <p>The Trust received the Report.</p>
74	<p><u>Community Development Report</u> Lisa Pollitt, CCC Community Development Officer, was welcomed to the meeting. She provided a verbal update on her activities in community development. She had met the residents and was planning monthly resident events starting with a street party on 8 August. She was making links with the Sports Centre at West Cambridge and talking to residents from the Castle and Arbury wards, especially anti-poverty groups and senior groups. It was noted that she could liaise with Girton College to encourage the students to participate in Community activities, such as volunteering.</p> <p>The Trust received the Report.</p>
75	<p><u>Budget update</u> The Budget has been revised to reflect the new booking start date. There have been some staff cost savings and the budget has been prepared in a conservative, worse-case, manner for both cost and income. Conferences will be high income and the loss of the autumn season has been acknowledged in the budget.</p> <p>The Trust received and accepted the Budget.</p>
76	<p><u>Policy Review</u> The relevant policies continue to be revised and updated. The Data Protection policy was brought for approval. It is based on the City Council policy, but closely resembles the University's policy. Changes to data protection legislation are due in April 2018 and the policy will be monitored for any necessary changes.</p> <p>The Trust approved the policy.</p>

<p>77</p> <p>78</p> <p>79</p> <p>80</p>	<p><u>Draft lease for the SF Centre - update</u> Mills and Reeve are working on the lease. It should be signed before the licence application. It will be circulated to the Trustees for approval prior to signing by the Chair of the Trust.</p> <p><u>Governance</u> <u>Annual Review of Trustees with Chair</u> The procedure for Trustee appraisals and the self-assessment questionnaire were approved by the Trust.</p> <p><u>Dates of meetings 2018</u> The dates proposed caused some issues for a number of trustees, revised dates will be circulated.</p> <p><u>Any other business</u> HT reminded the Trustees that Open Eddington takes place on 9 September.</p> <p><u>Items for next meeting.</u> The items were noted.</p>	<p>FJ</p>
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The next meeting will take place on 28 September 2017.

The meeting closed at 11.15.

Kevin W. Blenove

Signed by the Chair

28/9/17

Date