

STOREY'S FIELD COMMUNITY TRUST

Friday 24 March 2014 at 3pm

Gravel Hill Farm

Madingley Rise, Madingley Road, Cambridge, CB3 0FU

Present:

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

In attendance:

Vicky Mays (UoC), Nicky Buckley (UoC), Trevor Woollams (CCC), Liz Bisset (CCC)

Apologies: None

1. Declarations of Interest

There were no declarations of interest.

2. Minutes of the Last Meeting

The notes from the last meeting held on 17 January 2014 were confirmed as accurate and the actions arising were noted.

A request was made for Kerry Sykes, Director of Finance for the NWC Development to be included as an authorised signatory on the Storey's Field Community Trust bank account. This was agreed by the Trust.

3. Programme

The Trust noted the items on the programme and the timeline. It was agreed that proposals for site wide estate management would be circulated.

HT

4. Governance Handbook

The Trust received a draft governance handbook which covered the main tier 1 governance principles outlined by Janet Smith from BLP at the previous meeting.

It was agreed that the Trust would have to consider public speaking rights at open meetings. It was agreed that City Council representatives would bring examples of different models of public speaking rights to the next meeting.

TW/LB

It was agreed that the Trust website would be hosted from the main NWC Development website in the interim to enable publication of minutes and

meeting dates. A link would be made from the City Council's website.

It was agreed that a separate Remuneration Committee would not be required in the short term.

Wording relating to human resource procedures would be encapsulated in a separate document.

Subject to some minor wording amendments the Trust agreed to adopt the governance handbook.

5. Interim cover

Trevor Woollams reported that there would be a City Council employee working one day and a half a week until September to provide interim community cover.

The Trust received a draft staffing structure and approved the overall principle of the structure.

It was agreed that the timing for drawing down money to provide the staffing proposed in the document should be timed to align with the first residential occupancy on the development. The Trust stated their preference for flexibility on the timing to maximise the impact of the financial support.

It was noted that clarity would be needed regarding the relationship between the City Council employees and the Storey's Field Community Trust employees.

6. Planning permission

It was reported that planning permission had been received for the community centre building. Members of the Trust were extremely positive in their feedback on the planning application process.

7. AOB

There were no items raised under any other business

8. Date of the next meeting

The next meeting is scheduled for Tuesday 6 May 2014.