

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

Held on Thursday 25<sup>th</sup> May 2017 at 9.30 in the Community Room, Gravel Hill Farm

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

**Apologies:** John Hipkin (CCC), Eilis Ferran (UoC), Debbie Kaye (CCC), and Heather Topel (WNWC Project Director), Matt Dawkes (NWC Finance Director)

		<b>Action</b>
<b>69</b>	<p><b><u>Welcome Declarations of Interest</u></b>                      Apologies were received as noted above. The meeting was confirmed to be quorate. No declarations of interest were made.</p> <p>It was noted that John Hipkin had resigned as a Trustee effective 25. May 2017. The City Council would inform the Company Secretary as soon as a replacement trustee had been nominated. Jeremy Sanders will write to Councillor Hipkin to thank him for his service to the Trust.</p>	
<b>70</b>	<p><b><u>Minutes of the previous meeting and matters arising</u></b>                      The minutes of the meeting held on 23 March 2017 were signed as an accurate record of the meeting.</p>	
<b>71</b>	<p><b><u>Chair of the Trust from June 2017</u></b>                      The Chair passes to a City Council nominee in June 2017. The City Council will inform the current chair and the Company Secretary as soon as its nominee to take over the Chair is confirmed.</p>	
<b>72</b>	<p><b><u>VAT</u></b>                      A Paper was received from the NWC Finance Director, Matt Dawkes, who had discussed it in advance with the Chair of the Trust. The paper raised two questions:</p> <ol style="list-style-type: none"> <li>1. Should the Trust voluntarily register for VAT?</li> <li>2. Should the Trust add VAT to room hire?</li> </ol> <p>On question 1, once revenue achieved a certain level, the Trust would be obliged to register for VAT and this was expected after the first year of trading. There were immediate benefits to voluntarily registering now, and the Trust agreed this was the appropriate action to take.</p> <p>On question 2, it would be possible for VAT registered users to reclaim VAT, however, individual and non-VAT registered users would not be able to do this, so pricing could be discounted for them to bring the actual price payable back to the agreed level. However, there is no urgency to making this decision and so RB and MD will further consider the implications and pricing framework and return</p>	

their proposal to the Trustees to be agreed by circulation in the next week or two. Once the pricing structure is agreed booking forms can be issued.

**ACTION – RB and MD**

**73** **Programme and Opening Schedule**

WF provided an update. The building is on track to be completed by the end of October, with occupancy and use following. The occupation plan is usually four weeks, but there is expectation that this can be condensed for the Community Centre. Furniture selections are taking place now in readiness of completion. There is the risk of completion being delayed as with all builds, but the team are working closely with the contractors for a publically viewable building by 9 September.

Across the rest of the site, sectional completions are taking place, with access roads and cycleways opening for the first residents moving in on 29 June.

**74** **Community Centre Manager Report**

The report contained an update on the recruitment of the centre staff, which is on track, but due to flexible working arrangements, involves more use of part-time roles to cover the positions. The centre assistant role will be filled once the site starts to be occupied.

RB has been to the Centre site and reported upon the build progress. The hall and other rooms have good proportions and the quality of the build is impressive.

Once prices have been confirmed, following the VAT discussion, booking forms will be sent to the waiting list of interested parties. Community bookings will commence in November. As some bookings will want September starts, the primary school hall and space at the OPDA will be made available for Community Centre uses, until half-term, when the groups should be able to move into the Hall itself.

Commercial bookings will not be taken prior to Christmas to ensure the building is fully functioning, staffed and prepared. Soft bookings will be taken to test out the booking processes and centre functionality.

**The Trust agreed this is a sensible approach to take to the bookings.**

The Trust noted:

- The temporary Community office will be available in Lot 8 from 1 July.
- The s106 side letter with the City Council has been signed.
- The OPDA space will be open prior to 9 September.

The Trust received the final version of the Branding for the Centre. The font had been refined and utilised a freely available font, max. The District are providing sample templates for fliers for various types of event that can be easily edited by Centre staff or users themselves.

**The Branding was approved by the Trust.**

**75** **Policy Review**

The updated policies and business continuity plan were brought to the Trust. Names will be replaced with role positions to deal with turn-over, and generic

	<p>email addresses rather than individual addresses will be given. A couple of typos will be addressed.</p> <p>The new PREVENT policy is based on the University's template, but when the City Council policy is available, it will be compared. At present, it seems that both cover very similar grounds and are compatible.</p> <p>A remotely accessible area that can be accessed by the Trustees will be created in due course for policies to be stored.</p>
76	<p><b><u>Draft lease for the SF Centre - update</u></b></p> <p>Mills and Reeve are being instructed to act for the Trust. They have made contact with BLP representing the University to share the latest draft. Provisional bookings can be taken for the time being (once pricing is confirmed) and confirmed once the lease is in place.</p>
77	<p><b><u>Submission of Annual Accounts and Trustee Report – Companies House and Charity Commission</u></b></p> <p>The Annual Accounts and Reports have been submitted to both Companies House and the Charity Commission on time. The Trust accepted that as a non-trading body, as yet, its accounts were zero.</p> <p>The document presented to the Trust tracks various governance documents and the Trust could see the key dates for reviewing each document. The one 'red RAG rated' area is that each Trustee should have an annual review with Chair. The incoming and outgoing Chair will confer about how best to handle this.</p> <p style="text-align: right;"><b>ACTION – JS and City nominated chair</b></p> <p><b><u>Governance handbook</u></b></p> <p>The Governance handbook revisions were all accepted, subject to a role change that needed revising.</p>
78	<p><b><u>Any other business</u></b></p> <p>None.</p> <p>The dates for the mid-meeting meetings of the Chair, Centre Manager and Operations Director will be circulated to the incoming Chair.</p>
79	<p><b><u>Items for next meeting.</u></b></p> <p>Risk Review.</p> <p>Lisa Pollitt, Community Development Officer with the Council, will be in attendance.</p>

The next meeting will take place on 20 July 2017.

The meeting closed at 10.15.

Kevin W. Glenister

Signed by the Chair

20/7/17

Date

