

## STOREY'S FIELD COMMUNITY TRUST (SFCT)

10.00 am 27 July 2016

Break-out Room, Gravel Hill Farm

Present: Jeremy Sanders (Chair, UoC), Kevin Blencowe (CCC), John Hipkin (CCC), Jonathan Nicholls (UoC), Heather Topel (UoC).

In attendance: Richard Brown (SFT Facilities Manager), Warren Forsyth (NWC Operations Director), Debbie Kaye (CCC), Sally Roden (CCC), with Tamsin James (Interim Secretary)

Apologies: Valerie Holt (CCC)

### **21. Welcome and Tour**

The members introduced themselves and noted that JS had taken over as Chair for the next 12 months. The new CCC representative was Valerie Holt. The Chair welcomed WF and RB.

### **22. Declarations of Interest**

No declarations were made.

### **23. Minutes**

The minutes of the last meeting held on 25 May 2016 were received and approved.

### **24. Matters Arising**

There were no matters arising not covered on the agenda.

### **25. Draft Management Agreement Update**

A revised agreement was received. It was noted that:

- (i) CCC had reviewed the latest amendments and welcomed the work done;
- (ii) It would be helpful if the agreement could mirror the roles and responsibilities document more closely
- (iii) food preparation and provision will be permissible by users with the necessary licensing, but there will not be provision by the Centre;
- (iv) the Centre's offering should be consistent with community provision more widely over the site;
- (v) a structure and mechanism is in place to engage with community groups and the School and ensure a co-ordinated approach working in partnership.

It was agreed that:

- (vi) strategic responsibility needed to sit with the Trust rather than the Council; the Council, through the FM is responsible for delivery;
- (vii) page numbers should be inserted;
- (viii) under section 2.3, the FM would need operational freedom, but the purpose should be to satisfy the Trust, rather than the Council;
- (ix) the relationship between the Trust and the Estate Management Company should be clarified as should the interface with the financial management system;
- (x) a minimum number of opening hours per week should be specified rather than the exact schedule. The details should appear in the business plan;
- (xi) section 3.3. should clarify the Council policy on living wage;

- (xii) care should be taken over the specification of the guiding principles, which would need to be deliverable;
- (xiii) the aspiration that the Centre be an effective performance and conference space for income generation should be included. The Business Plan should include community development, cultural and business programmes;
- (xiv) the agreement should not be too prescriptive and should allow flexibility for the programme to develop;
- (xv) the agreement should be finalised at the September meeting, following further informal discussions and circulation of a revised draft by the end of August.

## **26. Timeline of Activity**

A paper was received from RB setting out key milestones and an activity/decision tracker. It was noted that:

- (i) it would be helpful to include meeting dates and ensure the correct timing for decision making requirements.. JS would meet with RB monthly to ensure regular contact between operations and the Trustees; some decisions would need to be made via circulation to all Trustees;
- (ii) a booking system would be required, either that which would be used for accommodation across the site or one closely interfaced to it.

It was agreed that:

- (iii) a scheme of delegation should be agreed and any previously agreed thresholds checked.

## **27. Charging rates**

A paper setting out a range of potential rates, based on Meadows Community Centre, the original business plan and hybrids, was received, with ranges based on the type of use.

It was noted that:

- (i) the AV systems in the Storey's Field Community Centre were sophisticated and that this was reflected in the commercial rates, but not for most community usage where they were likely to be surplus to requirements
- (ii) it would be useful to compare with Clay Farm and take staffing requirements into account.

It was agreed that:

- (iii) RB should have scope to encourage start-up functions with reduced rates;
- (iv) RB should talk to the Director of Kettle's Yard regarding hosting their events during their closure period in 2017/18;
- (v) it would be helpful to remodel the business plan using the hybrid rates;
- (vi) it would be damaging to the scheme's reputation if it looked expensive to potential community users, but it should be a desirable commercial venue and the commercial rates should reflect that, potentially exceeding the original business plan, and subsidising other activities. Parking would be more available than for central Cambridge sites, although none would be specifically allocated to the centre;
- (vii) full rates should be publicised, with clear initial subsidies, to make the approach and future intentions clear;
- (viii) benchmarking against other rates and sensitivity testing should be undertaken during August and fed into the business plan for September, including a narrative for any proposed figures and VAT applicable.

**28. Date of the Next Meeting**

The next meeting would take place on 28 September 2016.



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Signed by the Chair

28 Sept 2016  
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date

