

STOREY'S FIELD COMMUNITY TRUST

Tuesday 6 May 2014 at 3pm

Gravel Hill Farm

Madingley Rise, Madingley Road, Cambridge, CB3 0FU

DRAFT MINUTES

Present:

Jeremy Sanders (Chair), Heather Topel (UoC), Sian Reid (CCC) , Kevin Bercow (CCC)

In attendance:

Vicky Mays (UoC), Trevor Woollams (CCC)

Apologies: Rod Cantrill (CCC), Jonathan Nicholls (UoC)

1. Declarations of Interest

There were no declarations of interest.

2. Minutes of the Last Meeting

The notes from the last meeting held on 21 March 2014 were confirmed as accurate subject to the following amendments and the actions arising were noted.

It was noted that the Estate Management presentation will be made at the next meeting of the Trust.

It was agreed to add a note in the minutes which stated that a link from the NWC website hosting in the interim the Storey's Field Community Trust web page would be embedded from the City Council's webpages.

3. Governance Tier 2

The Trust received the draft set of policies acknowledging that these should be treated as a first draft which would be thoroughly revised once the Community Centre was in operation and a Community Centre Manager was in place.

It was agreed that a new clause would be added after 2.4 to require trustees and staff to register any hospitality received over the sum of £25.00.

It was agreed that paragraph 5.2 would be included. Under the Purchasing

section it was agreed that paragraph 12.1 would be amended to show £5000.00 and paragraph 12.4 would be amended to show £2000.00.

It was agreed that references to internal auditors in paragraph 14.2 would be removed. It was also agreed that procurement would be undertaken through either the City Council or the University procurement processes.

It was agreed that further text was required to provide for greater due diligence on any major donations and that in the event of any significant donation being made to the Trust then this could be referred to the University's donation board.

It was agreed that text explaining the required eligibility for volunteers would be included into the Volunteering policy.

It was agreed that hire charges would be set by the Community Centre Manager and that the policy in the meantime would list topic items rather than the details.

It was agreed that subject to these amendments these policies would be adopted. The Trust will review all new policies as they are developed and current policies on an annual basis until the Community Centre operation achieves a steady state.

4. Speaking models

The Trust received a draft paper on options for community speaking rights at Storey's Field Community Trust meetings. It was agreed that the aim was to be open and welcoming and to engage people in the work of the Trust. It was agreed that option 2 would be adopted but including a time restriction which the Chair could override if necessary.

5. AOB

It was agreed that in principle direct employees of the Trust would be paid at a living wage and would adhere to either City Council or University salary scales.

It was confirmed that direct employees of the Trust would be eligible to join a Trade Union.

It was clarified that although the Trust would not be subject to Freedom of Information legislation but the Trust would commit to transparency and making information available if requested.

It was agreed that direct employees of the Trust would receive a minimum standard of ongoing training which would follow either the City Council or the University training processes.

6. Date of the next meeting

The next meeting is scheduled for 9 July 2014.