

## CCC management committee meeting 8<sup>th</sup> December 2020 (Zoom)

*Present: Bill, Diane, Frank, Debbie, Neil, Robert, Hugh, David, Sheila P, Ian, Tony, Liz (part of meeting)*

*In attendance: Sian*

### 1. Election of chair - update

No further applications had been received for the post of MC chair.

Frank suggested this could not be delayed beyond the January meeting [see below for agreed date of next meeting].

### 2. Declarations of interest – n/a

### 3. Apologies – Scott Douglas

### 4. Minutes of November meeting – approved – proposed Ian Jubb, seconded Diane Pearson.

Neil suggested reports from each of the various sub-groups should be added to the agenda in future, and following this it was agreed that these should be grouped together as sub-headings under ‘Governance’.

### 5. Governance

Neil had circulated the Manager’s job description, as revised by himself, Tony and Sian, and proposed that the changed rôle of the Manager described in the document should be approved by the committee. Frank asked whether Sian herself fully accepted the changes, and she agreed that she did, while pointing out that there were few updates to the job description itself.

However it must be made clear to the whole organisation that the Manager’s responsibilities were to the organisation itself and not limited to management of the Hub and any activities taking place there. This was **AGREED** unanimously by those present.

Some discussion followed about how best to communicate this to all concerned. Neil had already drafted a possible message. There should be no need to circulate the job description itself. The message should clearly come from the management committee.

It would go to all members by email / Mailchimp, and there would be notices in the Hub and on the CCC website.

On a related matter, Neil proposed increasing the Manager’s hours by 2 per week. The Robertson Trust funding still had 2 years to run, and Frank suggested the finance sub-group might discuss any extra funding required. The increase in hours was **AGREED**.

Some discussion followed on the way sub-groups operated.

Bill suggested all sub-group notes should have recommendations included, which should be the part that is brought to the management committee meeting.

Frank added that there should perhaps be a template for sub-group reports – Neil suggested the template should be based on Ian’s or Neil’s existing reports.

Hugh would try to stick to a scheduled finance sub-group meeting every 2 months.

Options for dealing with conflicts between the recommendations of sub-groups were discussed, and it was suggested that Sian might have to refer these to the chair or vice-chair in future.

However it might be that having a management committee rep on each sub-group would help to reduce conflicts as time went on.

### 6. Food Bank update

Tony reported verbally on the current food bank situation. He had gone to the Hub on Mondays and occasional Wednesdays to see how it operated on the ground.

Tony, Hugh and Sian were now members of the food bank sub-group – they hope to recruit new volunteers in due course to replace the volunteers who have left the group.

There would be a transition period lasting until Christmas, during which Tony, Tommy and Morag would run the food bank.

It was not yet clear how the food bank would operate from the New Year onwards. If it were to be available more often, then more volunteers would definitely be required. Otherwise it might be possible to make up emergency food parcels and only open one day a week.

Various suggestions had been made about storage options, e.g. meeting room, 'middle area' of activity side of the Hub, with reduction in amount of stock to be kept there.

Sian suggested that if the stock were to be moved it should be done during the Christmas close-down.

#### 7. Rebuild Update

Bill reported back on the special management committee meeting of 30<sup>th</sup> November and outlined the three options discussed there:

- Rebuild at 14 Kirk Loan
- Westfield House community asset transfer/refurbishment
- Build on another site yet to be discovered

The main question was whether CCC should give up on the rebuild at 14 Kirk Loan.

Frank pointed out that, based on previous business plans, this rebuild was not affordable, and other premises would be a better option.

Since the 30<sup>th</sup> November meeting, Sian had contacted the DIY-SOS team in response to publicity which suggested they might be looking for a project in Edinburgh.

Frank and David agreed that both the 14 Kirk Loan and the Westfield House projects might be suitable for DIY SOS, so neither could be completely ruled out at this point.

Sian asked if there might be an option to rebuild at 14 Kirk Loan with smaller rooms? – Bill pointed out that there were various difficulties with the site e.g. retention of the façade, the two new apartments at no. 13.

Hugh suggested making a timeline of the attempts to get funding for 14 Kirk Loan.

Tony reminded the meeting that it had been agreed to try and progress the Westfield House stage 1 application. Frank said this had been put on hold after being drawn up in February 2020 and now needed updating. Frank had done some updates and would re-submit to re-start the process. It might be possible to get some funding from the Land Fund. Frank has been in touch with them.

Bill mentioned he had an invoice from the design engineers for £1,162 in connection with the design for the new build and 2 storey small hall. It was suggested they should be asked to write it off.

Frank would also write to the Robertson Trust to ask if they would fund part of the community asset transfer option.

The above was **AGREED** by the meeting.

#### 8. Treasurer's update

(report with figures circulated)

Hugh reported the figures were looking healthier. Sian had obtained further funding towards Rachel's post.

The payroll bill had been less than expected due to furlough payments, and the electricity bill had also been lower than usual. The deficit was now £17,000 rather than £23,000. There were some grants that had not been completely spent. A good deal of funding had gone to the local community, and Hugh felt CCC should publicise this fact.

Sian would review the list of grants and make recommendations about what CCC could do with anything outstanding.

Frank mentioned that Hugh was working on a proposal for streamlined letting charges. He asked Robert to list the investments for Hugh.

The next finance sub-group meeting would take place in late January or early February 2021.

#### 9. Charity Shop update

(Ian's report circulated)

The shop income had increased with more consistent footfall.

10. Manager's report

(Sian's report circulated)

Sian highlighted the fact that invitations to Christmas dinners had gone out for the w/b 14<sup>th</sup> December.

Digital inclusion was progressing well. Sian asked whether she needed to apply for further funding for this. 39 out of 40 iPads had gone out to people. She had applied to Tesco Bags for Life re youth work, but this had been deferred to March 2021.

In a report for the Robertson Trust, 80% of the targets for the year had been met, despite the restrictions applying during the pandemic.

Sian suggested an end of year report should go to the CCC membership, perhaps along with the message about the manager mentioned above. Frank suggested also writing something for the local Grapevine.

Sian also reported that the programming sub-group were taking forward plans for young people's activities, with a possible drama group. The Rainbows were to be offered space on Mondays.

Re the request for the Czech consulate – there was no space available at present but there should be space in the spring. There was some discussion around whether it would be possible to occupy any of the rooms in the basement, but Bill expressed concern about future flooding. Frank suggested inviting a representative to view the possible options, such as the small office upstairs.

11. AOCB

(a) Frank asked if a box of 2,000 PPE masks donated by Cyrenians had arrived at the Hub. Liz – large box in the office might be this.

(b) Hugh said he now had the full version of Adobe Acrobat – if anyone requires a pdf to be signed, they should let him know.

(c) A list of useful contacts over Christmas was available.

12. Date of next meeting

**The next meeting would take place on 9<sup>th</sup> February 2021 at 7 pm (via Zoom)**