

CCC management committee meeting 9th February 2021 (Zoom)

Present: Bill, Diane, Frank, Neil, Robert, Hugh, David, Sheila P, Ian, Tony, Liz

In attendance: Sian

1. Election of chair - update
See AOCB
2. Declarations of interest – n/a
3. Apologies – Scott Douglas
4. Minutes of November meeting – approved.

5. Sub-groups
 - (a) Charity shop – short report circulated (Ian). There was nothing in particular to report as the shop had been closed since the current lockdown began. Ian was keeping in touch with the shop volunteers.

 - (b) People – Staffing recommendations circulated (Neil).
The recommendations had resulted from a review of the Hub stewards’ responsibilities in the light of the departure of Oscar.
Issues with the current situation were working hours in excess of what was required, confusion over individual tasks, and the need for increased flexibility in the future.
THE SUBSEQUENT DISCUSSION WAS CONFIDENTIAL

 - (c) Rebuild – report on Westfield House option circulated (Bill)
Bill introduced the report by saying that CCC was now focussing on the Community Asset Transfer option, i.e. adapting Westfield House into a community hub which incorporated the local library. This was likely to fit into the City Council’s general strategy.
Bill said CCC would have to come up with a viable option, which would require input from various specialists such as planners, engineers and architects. An application to the Scottish Land Fund to pay for this exercise was required.
Some discussion then took place about the status of restricted and unrestricted funds, and whether it would be legitimate to use restricted funds for a purpose that was different from that for which they were originally intended. Tony suggested the funds could be spent otherwise. Bill summed up this part of the discussion by saying that in any case the CYC and Public Hall funds were transferred to CCC and therefore it was now up to CCC to decide what to do with them.
Re the need to pay for specialists, an application to the Scottish Land Fund for £15,000 was now in hand to cover feasibility and viability studies as mentioned above.
Frank and Tony already had a meeting planned on the 23rd of February with the City of Edinburgh Council to find out whether CEC would be prepared to consider the Community Asset Transfer. A presentation was being prepared using some of the data from the Big Lottery application.
The specialist help already referred to would enable CCC to draw up a more detailed plan to take this forward if applicable.
Bill already had a list of detailed requirements from the local library.
Frank mentioned the idea of a ‘twenty minute neighbourhood’ and he felt having a community Hub at Westfield House would comply with this.
There was further discussion about financial aspects. A CEC report had suggested £270,000 would have to be spent on the building to bring it into line with modern standards, but this did not include any adaptations that would be required for a community centre.
Frank would write formally to the original funding bodies of the Public Hall, i.e. the Lit, the Bowling Club and the Masons.
Sian asked about timescales and communication with CCC members.

Frank estimated 6 months to complete the building renovations and said we might be able to communicate something to members after the 23rd February meeting. Engaging with the public would in any case be a condition of Scottish Land Trust funding.

(d) Food bank – report circulated (Tony)

Sian talked around the report. Tony had been managing the food bank alone, using up the existing stock of food in the Hub.

- 10 families were currently involved.
- There could be space issues once the shop and other activities started up.
- Sian felt it should be developed from a ‘food bank’ into a ‘food project’ and asked for agreement on working up a recommendation for this, which was AGREED.

(e) Finance – sub-group had not met recently.

Frank would call a meeting before the next MC meeting.

Hugh and Sian had held a meeting re letting costs etc – more research needed.

There was money left over from funding applications that had not yet been spent. Frank emphasised that CCC might have to spend some of it before making more funding applications.

(f) Programming/communications – Sian reported verbally.

Sian reported that all the groups had met at least once online. There was a new youth worker/youth work co-ordinator and 3 young people had attended the first week of the drama group (also online at present).

Sian drew the attention of the meeting to the digital safeguarding and social media policies and the risk assessment document that had been circulated before the meeting. There were some gaps in the policies, and they would have to be brought back to the MC when completed. In the meantime they were approved in principle, with Diane volunteering to be the named person in the case of the digital safeguarding policy, and Sheila for the social media policy.

6. Treasurer’s update (report with figures circulated – Hugh)

Hugh talked about the figures in his report – there was unspent funding as mentioned above. Running cost had been reduced by furlough, which would last at least until the end of March and probably into April, and low electricity usage.

Neil asked about insurance, and David reported this had been renewed in November 2020.

Bill had asked Scott Smith (previous CYC treasurer) about the non-standard electricity meter that appeared to be increasing the costs. Hugh would follow up with SSE.

7. Manager’s report (report circulated – Sian)

Sian had given part of her update under the sub-groups item – see above. She gave a further update on digital inclusion - there were 10 additional iPads available, 5 of which had been allocated to individuals. Categories of people entitled to obtain one were over 70s and vulnerable adults. 50 iPads altogether along with MiFi connection for a year had been sourced via the digital inclusion funding.

The craft and art groups were to get involved in the Corstorphine-wide Window Wonderland project. The plan was to decorate the Hub windows as part of this.

An application was being made to the mental health and wellbeing fund for young people.

Liz asked about a befriending group specific to the Hub. Sian said the group leaders had been doing ‘welfare calls’ to group members. Ian pointed out that the Edinburgh Volunteer Centre had volunteers who served the Corstorphine area – Liz and Ian would liaise about this.

Sian suggested putting a statement in the Grapevine about the achievements of the previous year. The deadline for the next edition was 19th of February.

8. AOCB

(a) Western Neighbourhood Network

Sian had asked if CCC had a current representative at these meetings. No new representative had been selected for this.

David commented that he had volunteered to go to the Community Council on behalf of CCC but he had thought someone else would let them know this. He offered to contact them himself.

(b) Voluntary Sector Forum

This was chaired by Tommy McLean. No decision was taken about who might attend the meetings.

(c) Election of chair

Frank to review job description following an almost complete consensus that he should occupy the position formally.

9. Date of next meeting

An additional meeting would be called following the above-mentioned Stage 1 meeting on 23rd February.