

CCC management committee meeting 10th March 2021 (Zoom)

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

In attendance: Sian

1. Declarations of interest – n/a
2. Apologies – Scott Douglas, Hugh Thomson
3. Minutes of February meeting – approved.
4. Matters Arising

Election of chair.

Neil ran through the updates he had made to the job description for the MC chair:

- Purpose – line management, strategic direction, ‘face’ of organisation
- Estimate of time required
- Involvement in line management and day to day activities
- Experience required – governance, strategy, line management, knowledge of sector
- Division of responsibility with the CCC manager

Frank was happy with the amended description and suggested advertising it on Volunteer Edinburgh again. Neil would circulate the description, asking for comments by 17th March.

5. Kyle Drummond’s email

Frank explained that Kyle Drummond was an officer of the City of Edinburgh Council. He had written to Hugh re the Town Centre Fund, which was likely to receive additional funding later in the year. Frank commented that the Scottish Government had given £50 million across Scotland for town and local projects, and Edinburgh would probably receive about £4 million. There was a brief discussion, and most members of the committee were of the view that there was no point in hoping for a share of this funding due to previous disappointments, and that CCC should move on from this.

6. 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.

Liz asked if the Christmas decorations and stock could be put away, but Sian advised waiting until the shop was about to re-open.

(b) People – Staffing report circulated (Neil).

CONFIDENTIAL ITEM

(c) Rebuild – report circulated (Bill)

Bill, Frank and Tony had compiled and submitted an application to the Scottish Land Trust for £15,500 in order to progress the Westfield House option. There had also been a stage 1 council meeting on Westfield House with a presentation on 23rd February. Those present included three elected councillors, two officers and two community representatives, Steve Kerr on behalf of Corstorphine Community Council and Jane Kerr on behalf of the Corstorphine Trust.

There was some discussion around a possible progression to a Stage 2 application, including the following questions:

- Would the preferred option be to work with Corstorphine Library to share a refurbished Westfield House, and was this feasible?
- If not the Library, then could the community centre accommodate the Dementia group?
- Were the Council looking to sell or lease the building, and if so, what would be the potential issues around CCC taking on a lease?
- Was a large hall essential in a new community centre?

Actions already taken or in hand:

- Application to Scottish Land Trust- agreed Bill to take forward
- Frank had written to the Robertson Trust re their previously offered donation towards the rebuild
- Project on the agenda for next Community Council meeting
- Review of previous (Big Lottery) business plan

Robert enquired whether CCC should now be contacting donors to seek agreement for change of direction. The situation was to be clarified ahead of this – possibly only major donors need to be contacted.

Frank emphasised that there should be a full MC meeting before the end of May 2021 devoted to this topic.

(d) Food bank

Tony reported that there were still about 15 families receiving help from the CCC food bank. He was trying to establish an exit strategy. He felt CCC should carry out research into other options and client needs before applying for further funding for the food bank. Frank asked about stock, and Tony reported there were currently 4-6 weeks' worth of supplies.

(e) Finance – report circulated

The sub-group had met on Monday, 8th March, and had made two recommendations as follows:

- Review of hall hire charges to bring in line with other local venues and simplify – Sian suggested £12.50 per space in Hub when shop open and £15.00 out of hours and weekends (+ possible bulk discounts). This was AGREED.
- There had been funding for youth work which could not be spent due to the pandemic – Sian had spoken to funders about recruiting youth workers and running online/real life activities as groups of young people would soon be able to meet. Summer activities to August 2021 and activities to cover the age-group transitioning from P7 to S1 would also be a priority. These were AGREED.

There was also some discussion here, following up on an earlier point, about whether the MC should pass a formal resolution that existing 'restricted' funds originating from CYCC and CPH could be used for something other than their original purpose. Tony was of the view that this was unnecessary following the dissolution of the former charities and the creation of CCC. Frank would query this with OSCR.

Robert asked how much of the original amount was left following the use of part of the money for professional fees. He would discuss with Hugh.

(f) Programming/communications – Sian reported.

A youth drama project and a creative writing project were due to start up imminently.

Sian suggested greater involvement in Winter Wonderland in 2022.

£500 had been received for a mental health project.

Frank said Corstorphine Primary were looking for outdoor picnic tables and asked if the Men's Shed might be able to help. Sian said she was trying to get funding for an outdoor and/or gardening project.

7. Treasurer's update (report with figures circulated – Hugh)

An update on the 6 month budget had been circulated, showing a break-even situation due to the furloughing of staff and Sian's funding application success.

Frank reported that Hugh wanted to stand down as treasurer in around 6 months' time for personal reasons. He expressed the view that CCC needed to recruit a new chair and treasurer as soon as possible. Tony asked whether the treasurer had to be an accountant. Neil to put

together a job description. David suggested the day-to-day work of book-keeping, banking etc could be separate from the overall strategic and planning role.

8. Manager's report (report circulated – Sian)

Most of the manager's report had been covered under other headings, but Sian highlighted the fact that there was money available for young people's activities. It was possible the charity shop would be allowed to open before the activities re-started, but this would depend on government guidance.

Sian had sent a graphic to the Grapevine, also circulated to the committee.

Diane asked about the rollout of tablets for digital inclusion – Sian reported that only one was left to be allocated. The Voluntary Sector forum was setting up a sub-group to deal with digital inclusion and isolation in the community.

9. AOCB

(a) Frank reported that applications to the One City Trust were now open, with an emphasis on addressing poverty.

(b) Sian was checking out the Adapt and Thrive fund, part of the SCVO response to COVID.

10. Date of next meeting

Following some discussion about future dates, it was agreed that the committee would meet on Monday evenings in future, with **the next meeting scheduled for Monday, April 12th at 7 pm.**