

CCC management committee meeting 12th April 2021 (Zoom)

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

In attendance: Sian, (Fiona McCabe, Rachel Helms – items 1-5 only)

Frank welcomed Fiona McCabe, drama specialist and youth worker who introduced herself at item 5. Rachel Helms also joined the meeting at that point.

1. Declarations of interest – n/a
2. Apologies – Scott Douglas, Hugh Thomson
3. Minutes of February meeting – approved.
4. Matters Arising – n/a
5. Introducing the staff – Fiona and Rachel

Sian introduced Fiona McCabe, currently employed as a youth worker and responsible for creative initiatives such as drama and writing.

Fiona outlined her background in the 3rd sector, which included working at WHALE, with the street homeless in the city centre and with Women's Aid.

Frank asked for feedback on the 'car park youth work' currently in progress. Fiona felt that the numbers had fallen due partly to covid anxiety/loss of self-confidence. Research among young people had shown they mostly wanted a space where they could choose what to do, as opposed to themed sessions. 50 young people had replied to a survey. The Friday drama group was taking place online at present, and other groups were waiting until they could get back into the Hub for activities.

Sian mentioned that CCC was trying to use up some One City funding.

Rachel Helms joined the meeting and introduced herself. Her job title is Hub Development Worker, and she has been active in the digital inclusion project, which might now be continued in a slightly different way. As she is a keen gardener she would welcome the chance to do some gardening in the car park area. Frank suggested CCC should take on the task of maintaining the planters that were intended for St John's Road as part of the Council's Spaces for People project. Liz suggested also trying to involve the local schools. Frank also referred to the Million Trees project.

Frank thanked Fiona and Rachel for attending the meeting and felt it would be useful if they came along later in the year to give an update on the re-opening of the Hub.

6. Sub-groups

(a) Charity shop (report circulated – Ian)

All the volunteers were planning to return and the aim was to re-open the shop on 4th May with a sale. Sian pointed out that the date was intended as the earliest the shop could open and not yet definite. She suggested trying to stagger donations.

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

A confidential staff matter was discussed.

Sian was working on staffing figures in order to plan for the next 12 months. She asked for recommendations for a company to carry out a deep clean.

(c) Rebuild / Westfield House

Bill reported that a design team was now working on the Westfield House option, funded under the Scottish Land Fund scheme. He had created a design brief based on the areas shown in the previous rebuild plans.

Sian asked whether it was time to issue a statement to CCC members / having a statement ready for when the shop re-opened.

Frank mentioned at this point that he had been trying to obtain information from the Council about (a) whether incorporating the library was still a possibility and (b) whether they were likely to want to sell Westfield House outright or lease it out. He had not

received a real answer to either of these questions, although Corstorphine Library was currently undergoing a £420,000 refurbishment, which may answer the first of them. There was some discussion about how much information to include in a possible communication to members and what to say about the old Public Hall site. It was AGREED that the committee should discuss the rebuild/conversion projects further at a dedicated meeting on 14th June. David mentioned that the old site was looking a bit overgrown, and suggested asking for volunteers to spend some time tidying it up.

(d) Food bank

Tony reported that he had told clients that the food bank would be winding down by 28th April, although he suspected it would continue for a little longer. Whereas the CCC food bank had been intended to be short-term, some clients had been using it for over a year. Tony felt that in some of the longer-term users, there were deeper issues involved, but in these cases people would probably need help from other organisations. Sian said Hugh had a project in mind to assist people to claim all the benefits they qualified for – ‘Entitled and Enabled’. There could be a need for more staffing to support this.

(e) Finance

Sian and Hugh had met since the previous MC meeting to discuss finances. Sian had requested that CCC should fund the Hub development worker and youth work posts to the end of August, and this had now been put in place. It was hoped this would give enough time to review the overall staffing situation. This was AGREED by the meeting.

(f) Programming/communications – Sian

Phased return to real-life activities being considered by most groups. See Manager’s Report for more.

7. Treasurer’s update

Sian was waiting for figures from Hugh for various reports. A meeting was due to take place on the 15th April with Sian, Sheila Haw and Hugh. It was hoped that Sheila H. would agree to give ongoing support re book-keeping etc. Frank to follow up with Hugh later.

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

Sian was working on Adapt and Thrive funding which would give support to organisations starting up again. This funding would be for upgrades to IT systems, support for PPE and cleaning, and health and safety training in the shop.

9. AOCB

Frank suggested the minutes published on the CCC website should not be comprehensive but a digested version only showing decisions taken by the MC. He asked everyone on the committee to have a look at the website and see what they thought of this. Tony raised the question of whether the website itself should be upgraded, and it was AGREED this should be investigated.

10. **Date of next meeting Monday, 10th May 2021 at 7.00 pm**

Reports to be with the secretary by 6th May and to be circulated on the 7th.