

# CORSTORPHINE COMMUNITY CENTRE

## MANAGEMENT COMMITTEE MEETING

### ONLINE MEETING

MONDAY, 25<sup>TH</sup> OCTOBER AT 7.00PM

PRESENT: Bill Plummer, Liz Plummer, Neil Archibald, Ian Jubb, David Sutherland, Sheila Perry, Tony Allan, Diane Pearson, Robert Hyder

IN ATTENDANCE: Scott Douglas

The additional MC meeting on 25<sup>th</sup> October was called due to the lack of a quorum at the 11<sup>th</sup> October meeting.

1. Declarations of interest – n/a
2. Apologies – Frank Ross, Hugh Thomson, Sian McSorley
3. Minutes of September meeting – acceptance proposed by Diane Pearson, seconded by Ian Jubb – agreed as a true record.
4. Matters arising – The following action points from the September meeting had been resolved:
  - (a) Bill had confirmed an end date of June 2022 for the lease of 191 St John's Road with Craig Ormond.
  - (b) Robert had raised his queries re the amounts in the savings accounts with Hugh and was satisfied with the replies.
  - (c) Tony had looked into the Edinburgh Lottery mentioned at the September meeting and considered it unlikely to be a helpful option.
  - (d) The MC had returned the Code of Conduct documents to Sian as discussed.
5. Sub-group reports
  - (a) Charity shop (report circulated in advance of meeting on 11<sup>th</sup> October)
  - (b) People (Equalities policy and staff terms and conditions recommendations circulated)
    - (i) Neil, Tony and Sian had worked together on the wording of the Equalities Policy. It was formally adopted, and it was agreed that an appropriate notice should be displayed in the Hub and the full policy added to the CCC website.
    - (ii) Staff pay and conditions  
Neil remarked that there had been no previous provisions for pay increases for staff, and he recommended that there should be increases, with a view to working towards pay scales. Sick pay should be increased to 6 weeks' full pay and 6 weeks' half pay, and there should be increases in holiday entitlement after specific amounts of service. Frank had asked whether increases in pay would follow staff appraisals. Neil said he would be working on a performance management process.  
Liz asked if this would be for paid staff only. Neil replied that this would be the first aim, but that there could be some element of appraisal for volunteers at a later date. He planned to work on this with Alison (volunteer co-ordinator)/  
Neil had benchmarked staff conditions against these in other similar organisations.
  - (c) Rebuild (verbal report)  
Bill reported that he had not had any recent feedback re the capital asset transfer for Westfeld House. He was concerned about developing an operational strategy for the period post-June 2022 when CCC expected to have to move out of the Hub. He suggested some of the business could be carried out online with activities booked into other local venues and CCC acting as facilitator.  
He asked whether marketing of the 14 Kirk Loan site should be begun and whether CCC should put in a planning application for residential use, or whether CCC should aim to build a simple structure on the site.  
Scott reported that Frank was chasing CEC over the capital asset transfer. Tony mentioned that the stumbling block at present was getting feedback from the libraries.

David was of the opinion that CCC should not spend money on a planning application but should simply sell the site as it is.

Bill mentioned that CCC had chosen a surveyor for Westfield House (Shepherd). He would liaise with them over a marketing proposal.

It was agreed that a statement should be prepared for the AGM about selling the site.

Some further discussion took place about possible tenants for Westfield House if the libraries decided not to move in.

David pointed out that the insurance renewal premium would soon be due, and asked if CCC should stop insuring the lesser hall. This was agreed.

Tony would ask Frank to give the libraries a deadline for following up on the Westfield House option.

(d) Finance (no report or meeting)

(e) Programming (see Manager's report circulated in advance of meeting on 11<sup>th</sup> October)

6. Treasurer's report – n/a

7. Manager's report

The October report had been circulated. Neil queried the meaning of the final sentence re topics raised at other forums – to be referred to Sian.

8. AOCB

There was some further discussion about committee members standing down at the AGM, and Tony agreed to follow this up and also to provide a Zoom link to be circulated. Scott offered to run any elections that were required.

9. Date of next meeting – the next MC meeting would be held on Monday, 6<sup>th</sup> December 2021.