

CCC management committee meeting 12th July 2021 (Zoom)

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

In attendance: Sian

1. Declarations of interest – n/a
2. Apologies – Scott Douglas
3. Minutes of May meeting – approved (Bill/Ian)
4. Matters Arising – n/a
5. Sub-groups
 - (a) Shop (report circulated – Ian)

There was some discussion about the shop takings and about the need for more donations and volunteers – Frank suggested promoting these needs on social media and possibly in the next edition of the Grapevine. Sian also suggested an advert with Volunteer Edinburgh.
 - (b) People (Staffing review paper circulated – Neil)

Neil summarised the four recommendations of the paper and a discussion followed.

Recommendations:

- (i) relieve Sian of some responsibility for managing volunteers by appointing a volunteer co-ordinator
- (ii) increase youth workers' hours
- (iii) increase community engagement worker's hours
- (iv) increase Hub development worker's hours.

Costings were at the end of the paper. It was envisaged that some of the CCC's working capital could be used to fund these increases in staffing. However, several new grants had recently been made.

Frank was of the opinion that we should commit to a further 6 months for existing staff and to recruiting a volunteer co-ordinator as recommended. He also asked for a clear statement of where the funding might come from for specific needs – Sian said she had created a 2-year projected cash flow.

David expressed a strong view that CCC should keep activities going for as long as possible, since there might not even be a venue for them by mid 2022.

There was general agreement with this point of view and the recommendations were APPROVED by the committee.

- (c) Rebuild/Westfield House

Frank had been in contact with the Scottish Land Fund and received an application form for Stage 2 funding, which was to be submitted by the 25th of August. The maximum amount of grant available was £1 million for a purchase (as opposed to a lease).

Tony had spoken to a contact at the City of Edinburgh Council, and discussed ways of managing the price of Westfield House downwards.

Frank felt that the Council were positive about the asset transfer.

Contact had been made with the Libraries, the Dementia Group and the After School Club and discussions with the Literary and Geographical Society and Police Scotland were also planned. The Dementia Group may become a core tenant. Frank had written to the parents' committee of the After School Club about the options, and to Police Scotland requesting a meeting. The police may wish to have a presence in Corstorphine following the closure of the local police station.

Bill would facilitate site visits to Westfield House.

Sian asked about the situation with the Robertson Trust funding – Frank to keep them in the picture. He felt the Robertson Trust could be interested in the potential to convert the back car park into an outdoor play area.

Sian understood the dance group did not require exclusive use.

(d) Finance

The finance sub-group had not met.

Frank had asked for a quote from Tax Assist (at the top of Station Road). It could be in the region of £300 and there would be a contract for a year. Neil emphasised that at least one of the committee (perhaps Frank, Neil, Robert and/or David) should go through the documentation with them. It was AGREED that this should be pursued.

(e) Programming

Sian reported that about 70 people took part in the summer sessions organised by the group. There had been a budget of £1,250, funded by a grant.

The knitting group had now expanded, the plant project was going forward and the arts and crafts and babies groups were all thriving.

The programming group would now have to plan for the future.

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

Some of the content of the report had been covered under the programming group heading.

Sian highlighted to the committee the success of several funding applications, including an IT project and the extension of digital inclusion.

Sian also drew the attention of the meeting to the Code of Conduct for MC members, already circulated. She pointed out that MC members were in a sense ambassadors for the organisation and should remember this in their interactions and communications.

She queried the fact that the Voluntary Sector Forum had begun to run activities that seemed to overlap with those of CCC. However it was agreed that CCC had no responsibility for these even if they involved CCC members.

Ian mentioned that he had drafted shop procedures but would refer these to Neil after some dissent.

Sian said the new volunteer co-ordinator, once appointed, would take forward work such as the Code of Conduct.

Tony would circulate the CCC Constitution for review re making it clear Trustees were expected to sign up to the Code of Conduct.

7. AOCB

(a) New Covid protocols

It was AGREED that for the moment CCC should continue with the existing Covid protocols, i.e. restricted numbers, masks, hand sanitisers. To be reviewed every month.

(b) AGM 2021

There was some discussion about possible timings for the AGM. David pointed out that the accounts would have to be ready before a date could be decided on. Frank would add to his points for discussion with Tax Assist. A date in November might be soon enough for the AGM.

(c) Flooding in basement at Hub

Bill reported on flooding in the basement of the Hub due to the exceptionally heavy rain recently. He would speak to the factor re ongoing excess water problems.

8. Date of next meeting Monday, 9th August 2021