

CORSTORPHINE COMMUNITY CENTRE

MANAGEMENT COMMITTEE MEETING

ONLINE MEETING

MONDAY, 13TH SEPTEMBER AT 7.00PM
MINUTES

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

In attendance: Sian (Manager), Alison (Volunteer Co-ordinator)

In Frank's absence Neil chaired the meeting. He welcomed Alison as an observer.

Before the business of the meeting began, Sian mentioned that a donation from the Men's Shed group had been received – she would arrange for thanks to be sent for this.

1. Declarations of interest – n/a
2. Apologies – Scott Douglas, David Sutherland, Frank Ross
3. Minutes of August meeting – accepted (Diane/Liz)
4. Matters Arising

Sheila asked whether the discussion of youth membership had been intended to refer to having youth representation on the management committee, or membership of CCC generally. Sian explained that Fiona and the youth groups would be discussing aspects of youth membership and would then propose options on how to take this forward.

5. Sub-groups

- (a) Shop (report circulated – Ian)

Ian commented that the past month had been a good one for the shop, for both donations and takings.

- (b) People

Neil reported verbally on an outstanding matter from the August meeting. He, Sian and Tony had been working on an equalities policy, which would be circulated and brought back to the MC for approval.

He also mentioned that work on staff contracts was ongoing, and that there might be a need for further people-related policies.

- (c) Rebuild/Westfield House

Frank had circulated a brief report by email before the meeting.

Bill reported verbally on a meeting that had taken place at Westfield House with representatives from the Libraries department and the Dementia group. Unfortunately the meeting appeared to have resulted in a stalemate, with a mismatch between library strategy and the potential uses to which Westfield House might serve in the community. For instance the idea of a ground floor with a mezzanine was suggested as a replacement for the existing configuration. This might be technically feasible but would add a substantial amount to the cost of conversion.

The Dementia group were fairly enthusiastic but would require the whole ground floor of the building for 6 days a week, which would probably cause logistical issues.

CCC had now missed the August deadline for the Scottish Land Fund application.

Bill felt that before CCC can work out how to proceed, a decision would have to be made by the Council on whether they were serious about planning to move Corstorphine Library into the building.

Tony had also been in contact with the Council about this and a workshop for interested parties had been suggested.

There was some further discussion about whether the presence of the library in the building was essential to its redevelopment. Tony would discuss possible next steps with Frank.

Following a related discussion about the date for leaving the Hub, it was agreed that Bill would try to follow this up with his contact, Jim Rooney, the landlord's agent. Sian said she was already looking for alternative accommodation for the period between the end of the lease and the acquisition of permanent premises.

(d) Finance

(There had been no meeting of the finance group but some discussion of bank accounts/interest took place under the previous item – noted here)

Robert had circulated an email about funds in savings accounts, and Hugh had circulated various sets of figures.

(e) Programming

This item was covered under the 'Manager's report heading.

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

Following a meeting with the DSS, Sian had arranged for them to rent a room at the Hub on Tuesdays from 9:30 am to 3 pm at a cost of £4,000 p.a.

Fiona was on bereavement leave and it was agreed that Sian would send her flowers and a card on behalf of CCC.

Sian explained the Edinburgh Lottery following a short description of it by email. If CCC became a beneficiary organisation this would mean receiving 60p for every £1 ticket. However people taking part in the lottery would have to nominate CCC in order for this to happen, so it would have to be publicised among members in particular. Tickets would only be available online and sold for a month at a time. Neil asked if Sian knew of any other local charities who were taking part in it. Tony offered to seek further information and take this forward with Sian.

There had been a question about consistency over committee numbers in the Constitution from a potential funder. Tony would liaise with them.

This led to some discussion of who the current CCC cheque signatories were and who they should be. There was provision in the Constitution for 5 signatories. David and Robert had both signatories for some time, and it was felt that the chair, treasurer and manager should also be signatories. Sian suggested that the signatories should be referred to by role in the Constitution.

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

See also item 5(d) above.

Neil asked if it was possible to have a budget going forward.

Sian and Hugh were working on the year-end accounts and Frank had been in touch with Tax Assist again about filling the anticipated gap between treasurers.

8. AGM 2021

The date of 15th November had already been agreed. Neil suggested it should be held online again, and this was agreed.

The deadline for the calling notice was thought to be 15th October. The sequence of events would be as follows:

15th October – calling notice sent by post and email

29th October – deadline for RSVPs from members

5th November – papers sent out to potential attendees by post and email

Sheila would collate the paperwork and send out the emails. She could also do some of the work involved in printing and posting the papers but would probably require some assistance.

9. AOCB

Neil asked Alison (Volunteer Co-ordinator) to introduce herself.

Alison planned to carry out one-to-ones with the shop volunteers to establish training needs etc and then with others. She enquired about information sharing and the in-house newsletter was mentioned.

Alison and Sian hoped to run a social event for volunteers before long.

Neil asked MC members to return the Code of Conduct document to Sian, by email if necessary.

10. Date of next meeting Monday, 11th October 2021