

# Minutes of Management Committee meeting

<b>Time and Date:</b>	6.30pm, Thursday 21 <sup>st</sup> January 2016		
<b>Venue:</b>	Harmony Hall, 10 Truro Road, Walthamstow, London E17 7BY		
<b>Attendees:</b>	<p><b><u>Committee members</u></b></p> <p><b>Amanda Burke, <i>Ordinary member</i></b> <b>Maureen Dods, <i>Chair</i></b> <b>Maggie Houlihan, <i>Ordinary member</i></b> <b>Sally Holman Johnson, <i>Ordinary member</i></b> <b>Lloyd Lewzey, <i>Ordinary member</i></b> <b>Linda Sansum, <i>Ordinary member</i></b> <b>Annajulia Santoro, <i>Ordinary member</i></b></p> <p><b><u>Staff</u></b> <b>Alan Horne, <i>Manager</i></b> <b>Phillip Parr, <i>Book-keeper</i></b></p>	<b>Apologies:</b>	<p><b>Robert Hayward, <i>Ordinary member</i></b> <b>JJ O'Connor, <i>Ordinary member</i></b> <b>Mike Pritchard, <i>Ordinary member</i></b> <b>Mohammed Quereshi, <i>Ordinary member</i></b></p>

Item No	Agenda Item	Person Responsible	Action to be completed by
1.	<p><b>Welcome and Apologies</b> Apologies as above.</p>		
2.	<p><b>Office premises</b> AH had previously circulated a Briefing Paper update re office premises. Concerns had been raised by our solicitor about the proposal to move in to Unit 2, Truro Road. There were concerns about whether the current leaseholder would be permitted to sublet part of the premises. The landlord is the same as Unit 1 and this raised the prospect of additional complications in terms of vacating one of his units in order to sublet in another. Concerns had also been raised about whether the current group that sublets would vacate the space in time for us to take up occupancy. At the same time, we had been made aware that Scope were vacating their current space in the central hub in Russell Road. At its current rate, the space there needed to accommodate our remaining staff, volunteers and equipment would be in the region of £2.5/3k all inclusive, considerably less than the Truro Road option. It would be on a purely rental basis. There are pros and cons to pursuing this option. <b>Pros:</b> It is the cheapest option on the table at the moment; it would provide space for current staff/volunteers plus Big Local staff if they want to be based there; we are not tied to the liability of a long-term lease; other organisations such as Voluntary Action, Alzheimers Society, Carers Association are also based there. <b>Cons:</b> it is half a mile away from our current base and would cause logistical issues re the interaction with Harmony and banking etc; we would lose the busy, central location which is a considerable asset; it is 100 yards up a side street half way down Lea Bridge Road and not that easy to reach by public transport; due to its location, it is unlikely that either</p>		

	<p>Big Local will want to base their worker there so we will lose that day to day contact and relevance. We have put in an initial expression of interest, but Voluntary Action need to meet with LBWF about their future intentions for the building before committing to us moving there. <b>The committee felt that largely the pros outweighed the cons and we should continue to pursue the Hub as the preferred option.</b></p>		
<p>3.</p>	<p><b>Updates</b></p> <ul style="list-style-type: none"><li>• <b>Disability and Dementia</b> – AH circulated a paper showing current usage (47 paying users) and current staffing levels and costs. Our Dementia Support Worker has said he wishes to reduce his days from three to two starting in April. The number of clients attending on Wednesday and Friday means we will need additional staff member on those days to maintain our staff/user ratio. AB reported back from the sub-group. They had talked about the possibility of moving the entire service in to Harmony Hall. This was felt not to be practical. AB expressed concern that the service staff are inward-looking in finding solutions to problems. Also, concern was expressed that care plans have not been fully completed and in place. MH expressed her concern that these had not been done. MD spoke of considering what we actually need from additional staff members. Perhaps a future worker should have the ability to complete care plans. This should be agreed before going back to the sub-group. There was a sense that we need the Team Leader to be going out more representing the service. Concern was also expressed whether we were meeting regulatory requirements and questions asked as to what body is responsible for the monitoring of premises and the quality of service delivery. It has already been ascertained that the Care Quality Commission do not regulate day services. AH agreed to research the position with other local providers. Lastly, concern was expressed that we had recently taken on a new clients who was in her thirties. AH reported that this person had now left.</li></ul>		

- **Harmony and Shop sub-group** -- Since July 2015, Mirza Nozadze has been Interim Centre Manager. Over the last month, it has become quite clear that he has another job which is interfering with his work at Harmony. This has not affected the day-to-day operation of the centre but his additional responsibilities have not been getting done. He has said that what he earns at CREST is not enough to pay his bills as a migrant with a family and that he has other work. He has handed his notice in but has upskilled his wife Maia who can undertake all the necessary functions to keep the Centre operational on an interim basis while we recruit. He said they realise that in the future she would have to go through a formal process for the Manager's post. January's will therefore be his last wage packet. It was agreed that we advertise externally in order to reinstate the substantive post. **It was agreed to put it out on a fixed-term one-year's basis. It was also agreed that promotion and marketing should be emphasised.**

We have been approached by ELMS (formerly MIND), currently a member of the Harmony Health Hub. For many years they have operated a mental health day service lunch club on Thursdays and Sundays at Hawkwell Court. It serves approximately 25 local service users a day and is supervised by ELMS staff. They have now been told by NELFT that Hawkwell is to be used for other purposes and they have to leave. They have been down to look at Harmony and say it would be ideal for their Thursday lunch club – Thursday afternoon space has been unused for quite some time. ELMS have had a free let at Hawkwell up to now. They have offered to initially pay £25 a session financed by an additional £1 added to the meal cost. They have also said they would approach NELFT to see if they can get some transitional funding towards rent (possibly bringing it up to £75 per session). The space is free when they need it between noon and 4pm. AH feels that accommodating it at Harmony would greatly enhance the concept of the Health Hub. **It was agreed we proceed on this basis and then review after three months.**

<p><b>4.</b></p>	<p><b>Annual General Meeting</b> It was agreed to put this on hold until the spring.</p>		
<p><b>5.</b></p>	<p><b>Finance Report</b> <b>Full year budget sheet up to 31st December 2015</b> – circulated by PP. This showed a deficit after provisions of £16,508 at the end of the financial year. Disability income is low but this is due to the holiday period. Similarly for Harmony although Harmony costs are less than expected this month. The shop continues to perform well. Overall, net cash-flow was £3k down on that anticipated. There was a request to see the figures earlier than just at the meetings in order to be able to study and absorb them. There was also a request to produce more graphics visually showing a comparison of the income with the previous year. AH highlighted the fact that, now we are not cushioned by the quarterly Evolve income, monthly cash-flow has become much more of an issue. We have now needed to break in to our £15k overdraft facility. There was discussion about the cost of moving from the Truro Road premises and clearly showing the expense of this against Evolve, as it is a direct consequence of the loss of that contract. The use of the clear profit that the shop is likely to make in this financial year was also discussed. MD said it should go for consideration to the next shop sub-group meeting. AS felt it should be used to support the Disability Service. It was suggested also that we consider a proposal to the Big Local in respect of the Disability and Dementia Service. PP put forward the suggestion that we reduce thinkarts! contribution to central costs to zero.</p>		
<p><b>6.</b></p>	<p><b>Minutes of the meeting that took place on Thursday 19th November 2015</b> MH said she had agreed to send information out about Hestia, not talk to them. With that amendment the minutes were agreed.</p>		

<p><b>7.</b></p>	<p><b>Matters Arising</b>  <b>Treasurer</b> – the need for a new Treasurer is pressing. AB asked for some copy to go in to Stella Creasy’s newsletter  <b>Sub-groups</b> – LL felt it important to continue with the sub-groups. MD said we should consider carefully once more the brief and composition of the Mental Health sub-group, perhaps involving someone else from the Harmony Health Hub as it seems such a positive and important development.</p>		
<p><b>8.</b></p>	<p><b>Any Other Business</b>  There being no further business, the meeting concluded.</p>		
<p><b>9.</b></p>	<p><b>Dates of next meetings</b>   <b>Thursday 18<sup>th</sup> February 2016 – sub-groups</b>  <b>Thursday 17<sup>th</sup> March 2016 – full committee – to consider the Business Plan</b></p>		