

Crest Waltham Forest

Minutes of Management Committee Meeting 21 Nov 16

<b>Time and Date</b>	6.30 pm, 21 Nov 2016		
<b>Venue</b>	Harmony Hall, 10 Truro Road, Walthamstow, London E17 7BY		
<b>Attendees</b>	<p>Committee members                  Maureen Dodds, <i>Chair</i>                  Sally Holman Johnson, <i>Ordinary member</i>                  Maggie Houlihan, <i>Ordinary member</i>                  Lloyd Lewzey, <i>Ordinary member</i>                  Mike Pritchard, <i>Ordinary member</i>                  Linda Sansum, <i>Ordinary member</i>                  Annajulia Santoro, <i>Ordinary member</i></p> <p>Staff                  Alan Horne, <i>Manager</i>                  Phiip Parr, <i>Book-keeper</i></p>	<b>Apologies</b>	<p>Lucy Abell, <i>Ordinary member</i>                  Robert Hayward,                  JJ O'Connor, <i>Ordinary member</i>                  Mohammed Qureshi, <i>Ordinary member</i></p>
<b>Item Number</b>	<b>Agenda Item</b>	<b>Person Responsible</b>	<b>Action to be completed by.</b>
<b>1.</b>	<p><b>Welcome and Apologies</b>                  Apologies as above.                  The committee reviewed which night of the week to meet. This had recently been changed from Thursday to Monday, but did not suit all trustees. It was agreed that the committee would meet on the 3<sup>rd</sup> Tuesday of each month.                  John Gomez was introduced to the committee. John may potentially join the committee as the treasurer.</p>		
<b>2.</b>	<p><b>Report on Developments at Harmony Hall – Joss Southcombe</b>                  Joss Southcombe has been in position as manager at Harmony Hall for 4 months. Over this period there has been a 44% increase in income.</p>		

	<p>The increased income has largely come from new business (circa £26K) but also from increase in usage by existing groups (c. £4k), collection of debts, and the installation of a vending machine. Savings of £3- £4 K have been made through renegotiation of utilities contracts (gas, electric, internet).</p> <p>There has also been an increase in expenditure over this period due to maintenance and development projects. The office has been redeveloped and is now in use as a bookable space. Storage in the Hall has been increased and changes have been made to the fire panel. A hand rail has been installed by the front door and gas safety check and PAT testing has been completed.</p> <p>Considerable plumbing work has needed undertaking. A major leak from one of the 80 year old header tanks in the loft required emergency plumbers to be called out. Piping has been installed to replace the tank and a second similar tank drained to mitigate associated risks. A further blockage in the pipes also required new piping. The boiler in the basement was replaced. The total cost of these works was £6500.</p> <p>The root cause of the water issue to the corridor and toilet floor is now thought to be due to a leak in the roof allowing water to move down the wall. This is being repaired.</p> <p>The tables and chairs in the hall have been upgraded.</p> <p>Joss has made a request to have his salary reviewed based on his performance. It was agreed that the review should be performed by the Finance and Staffing Group consisting of MD, MP, AH.</p> <p>AJ suggested that the Finance and Staffing Sub-Group should report to the full committee. LL suggested that JS should take on management of the shop as part of the pay rise. However JS already has volunteer development as a part of his role which requires expansion.</p> <p>It was noted that the usual rate for a Community Centre Manager is around £25K and JS is currently being paid £18K.</p> <p>Since JS has been offered a position elsewhere, the meeting agreed that the finance, staffing and volunteer sub-group (FSVSG) would meet shortly to produce a proposal.</p> <div data-bbox="443 1166 1594 1206" style="border: 1px solid black; padding: 2px;"> <p>Action: Meeting to be organised</p> </div> <p>With respect to the repairs, MH asked whether the landlord could pay some of the cost of repairs. Since Liveability do not charge rent, Crest pay the cost of building maintenance.</p>		<p><b>MP</b></p>
<p><b>3.</b></p>	<p><b>Minutes of the meeting that took place on Monday 17th October 2016</b></p>		

	Minutes of the previous meeting were reviewed. The minutes of the September and October meetings were requested as only p3 of the trustee's only meeting have been distributed to date.		
4,	<p><b>Matters Arising</b></p> <p>The committee reviewed the lines of communication diagram. All requests for information in the future will need to be channelled through the sub-group chairs to AH.</p> <p>The expectations of the Crest manager of the trustees were discussed. AH that he wanted trust, clarity and that requests for information should be made well in advance in the future.</p> <p>There was a debate over whether the shop should be separate from the Harmony sub-group, but it was felt that there was crossover and connection with respect to volunteering. The meeting then discussed where volunteering should sit with in the sub-group structure.</p> <p>The fire brigade have visited the shop to provide advice post the fire. Five points were made:</p> <ul style="list-style-type: none"> <li>• Emergency lighting to be installed at the back of the shop</li> <li>• Additional sockets to be installed to prevent overloading.</li> <li>• Clothes rail to be moved to prevent obstruction of escape routes</li> <li>• PAT to be completed</li> <li>• Fire risk assessment to be put in place</li> </ul> <p>Action: All 5 points will be actioned and actions completed by w/c 21Nov</p> <p>It was unclear whether the basement was inspected or presents a hazard. LL suggested that this be raised with the fire brigade.</p> <p>Action: Raise basement with fire brigade</p> <p>Action: A contact sheet will be placed behind the till and in the office with emergency information:</p> <p>Crest Policies are now available on the website. A password protected area is being created. The type of information to be held in the password protected area needs to be determined. The suggestion was made to look at what other charities held on their websites.</p> <p>Action: Review other charities' websites and circulate suggestions.</p>		AH  AH AH  LL
5	<p><b>Finance Report - Budget sheet to 31st October 2016</b></p> <p>Disability costs increased in November due to additional agency staff being required (due to cook).</p>		

	<p>Harmony showing improvements on projections as discussed earlier in the minute.          Payment for the cost of the old office roof was completed in September</p>		
<p><b>6</b></p>	<p><b>Sub-Group Terms of Reference</b>          Sub-group terms of reference were reviewed.          Finance: last time this included PP (as treasurer) and AH          A suggestion was made that membership of the sub-groups be rotated and/or that the chair remain in place.</p> <div data-bbox="443 485 1599 552" style="border: 1px solid black; padding: 2px;"> <p>Action A doodle poll will be sent out to see what people's interests are. People can opt to be on more than 1 group.</p> </div>		<p>AH</p>

<p><b>7.</b></p>	<p><b>Sub-group Reports</b></p> <p><u>Disability and Dementia</u></p> <p>There are currently 15 people on the D&amp;D Club waiting lists. The committee agreed that another support worker could be employed 3 days/week at a rate of £8.50/hr. AB proposed that transport cover be included as part of the role as this has been repeatedly raised at sub-group meeting as a concern.</p> <p>Action: Post to be advertised</p> <p>The old Rapid Radio was discussed as a potential alternative site for the clubs, but cost (£40k/pa) may be prohibitive. Capital investment would be required to make the site suitable. It was noted that infinite Oasis are currently paying £25K pa for their space.</p> <p>Action: A business plan to at accommodation and fees is to be put in place</p> <p>The key topic at the last sub-group meeting was the loss of the cook. Interim solutions were discussed, however an agency cook was identified to support. There 8 potential candidates for the position</p> <p>Action: drawn up a shortlist for interview</p> <p>PP has updated the pricing model for the clubs to include potential staff pay rises.</p> <p>Action: Circulate updated pricing model</p> <p>The Disability Service Satisfaction Survey was circulated to the group. Feedback is generally good, but there are a couple of areas for improvement.</p> <p><u>Shop</u></p> <p>The Big Local fund is benefitting the shop in 2 ways. Firstly, through Vision On who have worked on the shop window and how the shop looks making internal improvements to a budget of circa. £1000. They will return to do the Christmas display as part of the Big Local. As part of this, the space behind the counter is being improved to promote Crest. An area towards the back of the shop will also be redeveloped as a promotional space. This will take place Jan – Mar 17. Secondly Vision On are helping with the frontage of the shop and the requested shutter blind &amp; awning. This is not being done via Crest’s procurement process as it is funded as part of the Lottery Heritage Fund.</p> <p>Profit dropped at the shop as a result of the fire, but is expected to return to its previous level for 4Q16.</p> <p>The plumbing has been addressed, but fence repairs are still required.</p>		<p>AH &amp;AB</p> <p>AB</p> <p>AH</p> <p>PP</p>
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	<p>The Lease has still not been resigned. Several proposals/issues were put to the Landlord:</p> <ol style="list-style-type: none"> <li>1. Extend the old lease (rejected by landlord)</li> <li>2. Crest to be liable for legal expenses (requested by landlord)</li> <li>3. If Crest are to pay legal expenses these should be paid in arrears</li> </ol> <p>A query was raised over whether Crest should be liable for the legal expenses.  Rent is currently being paid at the old rate although Crest have accepted the rate increase and are happy with the 1 year break clause.</p> <div style="border: 1px solid black; padding: 2px;"> <p>The committee agreed that the rent increase should be back paid. This to be actioned.</p> </div> <p><u>Think Arts</u>  Met in Ilford Library.</p> <p><u>Finance, staffing and Volunteers</u>  It was agreed that volunteers would be included in the Finance and Staffing sub-group.  The committee discussed which decisions need to be brought back to committee. It was agreed that some decisions did not need to wait until the next committee meeting and could be circulated by email for feedback inbetween scheduled meetings. . Typically, the sub-group would prepare a proposal which would be circulated to the Chair and the Chair of the finance committee.  Audit would be the responsibility of the Finance sub-group.  AB suggested that staff pay should be reviewed annually across the organisation.</p> <div style="border: 1px solid black; padding: 2px;"> <p>Action: Finance sub group to bring a proposal to March full committee meeting.</p> </div> <p>For the DDS, the pay rise would coincide with the rise in fees.</p> <div style="border: 1px solid black; padding: 2px;"> <p>Action: Proposal to be made by DDS Subgroup</p> </div> <p>LL suggested that a Xmas bonus could be paid.</p>		<p>PP</p> <p>MP</p> <p>AB</p> <p>AH</p>
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8	<p><b>Annual General Meeting</b>  AGM to be held at end Jan 2017 and to be separate from committee meeting.</p> <table border="1" data-bbox="443 268 1599 379"> <tr> <td data-bbox="443 268 1599 304">Action: AGM to be organised</td> </tr> <tr> <td data-bbox="443 304 1599 379">Volunteers thank you to be organised.</td> </tr> </table>	Action: AGM to be organised	Volunteers thank you to be organised.		<p>AH</p> <p>AH, MD</p>
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9.	<p><b>AOB</b>  None</p>				
10	<p>Dates of next meetings –</p> <p>☐ Monday 19 th December 2016 (?) – sub-groups</p> <p>☐ Monday 16 th January 2017 – full committee</p>				

1.

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