

Crest Waltham Forest

Minutes of Management Committee Meeting 24th March 2017

Time and Date	6.30 pm, 24 th March 2017		
Venue	Harmony Hall, 10 Truro Road, Walthamstow, London E17 7BY		
Attendees	Committee members Maureen Dodds, <i>Chair</i> Sally Holman Johnson, <i>Ordinary member</i> Maggie Houlihan, <i>Ordinary member</i> Linda Sansum, <i>Ordinary member</i> Annajulia Santoro, <i>Ordinary member</i> JJ O'Connor, <i>Ordinary Member</i> Robert Hayward, <i>Ordinary Member</i>	Apologies	Alan Horne, <i>Manager</i> Lucy Abell, <i>Ordinary Member</i> Mahommed Quershi <i>Ordinary Member</i>
Item Number	Agenda Item	Person Responsible	Action to be completed by.
1.	Election of Chair Maureen Dods was elected to serve as Chair for another year. There was some discussion as to the need or not to appoint a secretary which remains unresolved.		
2.	Employee Salaries There was much discussion regarding the pay award for employees across the organisation. It was acknowledged there hadn't been a pay award for several years and consequently the salary level for some had fallen below the London Living Wage. Furthermore, the remuneration for some roles e.g. cooks and caretakers failed to acknowledge or reward the skill level required to undertake these posts. The knowledge and skill required to undertake particular roles was also problematic insofar as CREST offered different pay levels for those undertaking [arguably] similar roles e.g. disability worker; dementia worker. After much discussion where the current problems/issues were highlighted it was agreed to implement a 5% increase across the board award for all staff and to ask the Finance & Staffing sub-group to address the above concerns and to undertake a review of roles/positions within the organisation with particular emphasis of perhaps establishing a fair and reasonable rationale for differentials within/across disciplines going forward. It was agreed the 5% increase would be implemented in April.	F&S sub-group	

<p>3.</p>	<p>Membership of sub-groups</p> <ol style="list-style-type: none"> 1. Charity shop: Maureen; Maggie; Sally; Lloyd. 2. Disability: Amanda; Lucy; Robert; Mr Quereshi. 3. Finance & Staffing: JJ; Amanda; Anajulia; John. 4. Harmony & Think Arts: Linda; Maggie; JJ; Lloyd. <p>After discussion it was agreed the sub-groups should meet bi-monthly. Alan to circulate dates for management committee meetings and for sub-groups once agreed by the membership.</p>		
<p>4,</p>	<p>Minutes of previous meeting & matters arising</p> <p>Anajulia requested that the previous minutes be amended to reflect a different outcome of a previous discussion although there was not general agreement with the request. Finally, it was agreed that Amanda would amend the minutes to record this lack of agreement as to the outcome of the discussion.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Action: Amanda to enter the disagreement in the minutes.</p> </div>		
<p>5</p>	<p>Finance Report (P.P. not present) points raised/discussed</p> <ul style="list-style-type: none"> • Shop frontage renovations to be undertaken as per recommendations. • Fixed appliance testing to be undertaken due to electricians failure after determining if CREST or Landlord responsibility. • Yearly break clause in shop-lease to be confirmed. 		
<p>6</p>	<p>Business Plan</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p>Maureen agreed to revise the business plan to present at future meeting.</p> </div> <div style="border: 1px solid black; padding: 5px;"> <p>Sub-group Terms of reference agreed – no longer in draft format. To go on the website (AH)</p> </div>		

<p>7.</p>	<p>Sub-group Reports</p> <p><u>Disability and Dementia</u></p> <ul style="list-style-type: none"> • The D&D volunteers have been trained as transport escorts but there is no CREST policy or procedure to describe that work activity. Policy needs to be drafted (??D7D sub-group). • Alternative CLUB venues: Jubilee Court remains a possibility; Alzheimers Society Tennis Centre E4 considered unsuitable; St Stephen’s Church Copeland Road E17 looks promising and further visit to consider to be arranged. • The Disability also received a kind donation of £800 after a funeral service recently. <p><u>Harmony Hall</u></p> <ul style="list-style-type: none"> • Works to be undertaken to improve the toilet/bathroom situation. • The hall’s owners (Liveability; formerly The Shaftesbury Society) have requested a meeting with CREST to set-out future plans for the charity. Maureen & Alan to attend. • The Christian Kitchen have approached CREST with a request to possibly avail of the Harmony kitchen as their current premises will soon be unavailable. • Harmony Health Hub – met in January • Harmony Hall to be a venue for the Walthamstow Art Trial in June. <p>Action:</p> <p>Action: A business plan to look at accommodation and fees is to be put in place</p> <p>Action:</p> <p>Action:</p> <p></p>		<p>AH &AB</p> <p>AB</p> <p>AH</p> <p>PP</p>
------------------	--	--	---

--	--	--	--

<p>8</p>	<p>AOB</p> <ul style="list-style-type: none"> • NOEL PARK BIG LOCAL (N22) has approached CREST to become its trusted organisation, despite not being in the N22 vicinity. Discussions at an early stage but if this goes ahead CREST will possibly be the only trusted organisation to three Big Locals. • STOW-a-THON This is an all-night music festival taking place in Walthamstow on 30th April with funds collected being donated to CREST. Volunteers required for the night/morning to attend and to collect. Simply put your name forward to Alan and he will provide a t-shirt which will identify CREST volunteers. • The CREST website needs some investment in order to facilitate separate space for all the CREST estate to gain prominence. • Some concern expressed at the current situation with regard to the Co-Op bank and its perilous situation. It was agreed that a move should be considered. A decision/proposal to be discussed at the Finance & Staffing sub-group. 		
<p>10</p>	<p>Dates of next meetings –</p>		