



**Minutes of SCT Board Meeting, 6th February (25)
Held on Monday 6th February 2017, 7:00pm-21:30pm at OneStonegrove**

Present Dan Goodman [DG] (Chair), Ingrid Beale [IB] Rev Simon Rea [RevSR], Gilead Limor [GL] Julie Okpala [JO] Aggie Nowocien [AN] Peter Legate [PL] Angela Gibson [AG]

In Attendance: Mark Patchett [MP], Jade Alogba [JA]

Apologies: Jason Houston [JH], Shelley Rahman [SR], Arike Aiyetigbo [AA]

Item	Items discussed	Action
25.1	<p>Welcome, Introduction and Apologies</p> <p>The Chair welcomed everyone to the meeting.</p> <p>Apologies were received and noted from Jason Houston [JH], Shelley Rahman [SR], Arike Aiyetigbo [AA]</p>	
25.2	<p>Minutes of Meetings (24) dated 5th December, 2016</p> <p><u>25.3.1 Approval of minutes</u> The minutes were approved as a correct record of the last meeting and signed by the Chair.</p> <p><u>25.2.2 Matters Arising:</u></p> <p><u>18.7 Lease Arrangements</u> Mark advised that Hive’s lease arrangements have yet to be legally finalised. The documents are with Hive’s legal team and awaiting signing. However, he has checked with the solicitors and this is not a cause for concern. Mark to chase.</p> <p><u>23.4.6 New School Gate: Heads of Terms</u> Mark advised that the head of terms has been agreed but not legally in place. Still waiting on lease to be created by LBB.</p> <p><u>24.4.4 Appointment of Independent Examiner</u> Mark advised that he has appointed the Independent Examiner as instructed by the board at December’s meeting, who will produce draft 2016 year-end accounts in next four weeks.</p>	<p align="center">MP</p> <p align="center">MP</p>
25.3	<p>OneStonegrove – Building Management Sub-group</p> <p><u>25.3.1 Report and Minutes (16th January) of Building Management Sub-group</u> The minutes and report from the last Building Management Sub-group meeting were circulated.</p> <p>Dan informed the meeting that it was a productive meeting with Hive and encouraged trustees to read the minutes.</p> <p><u>25.3.2 External Signage</u> Wayfinder Signage: Simon reported that two out of four wayfinder signs have now been erected by the council, indicating directions to OneStonegrove and St Peters Church from Green Lane and the A5.</p> <p>Main Signage: Mark advised that the Trust is sourcing more affordable options for the main sign after options around using stone or Glulam Beam (even at a reduced size) have proved not possible or too expensive. Jade is awaiting quotations from companies for various options and sizes on alternative materials, and hopes to make progress this week.</p>	<p align="center">JA</p>

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	<p><u>25.3.3 Café</u> Dan reported that a brief discussion was held at the building management sub-group meeting in which ideas were floated regarding ways to increase footfall in the café. This included pop-up cuisines and partnerships with successful restaurants. Dan is scheduled to meet with Steve to discuss this further.</p> <p>A discussion was held in which trustees expressed their thoughts about why the café has failed to date. This included concerns regarding the high price of drinks, food and snacks, the lack of engagement with customers, and the absence of a full time dedicated operator.</p> <p>Jade to contact the Arc Café in Dollis Valley to arrange a site visit for as many trustees as interested to benchmark their success.</p> <p><u>25.3.4 Outstanding Building Works/ Snagging</u></p> <p>Mark advised that there are still several items outstanding, these are small issues and not a cause for concern. Goldsmith are aware, but are slow to respond to long term snagging items.</p> <p><u>25.3.5 Acoustic Treatment</u> Mark informed the meeting that following the completion of the acoustic treatment to the walls, acoustic tests were undertaken within the Wilberforce Hall. The recommended target unoccupied reverberation time was 1.2 seconds, but the measured reverberation time with the current set up is around 1.5 seconds. There is also a flutter echo. Therefore, further works are required to the hall and Barratt's are seeking a second opinion. They have advised Hive to proceed with their bookings and advised that they would work around this.</p> <p>Sound leakage: Simon reported that he can hear some activities from the vicarage. Mark advised that this is management issue and not a building structural problem. It is important that all users use the internal sound system and not their own.</p>	<p>JA</p> <p>MP</p> <p>MP</p> <p>MP</p>
<p>25.4</p>	<p>Finance Sub-Group</p> <p><u>25.4.1 Minutes of Finance Sub-Group: 31st January, 17</u> The minutes of the finance sub-group was circulated. Mark thanked Arike and Ingrid for a successful and productive meeting.</p> <p><u>25.4.2 Year End Accounts 2016</u> Mark advised that the year end accounts have been summarised and sent to the Independent Examiner to be checked and put into official format.</p> <p><u>25.4.3 Financial support for Community Events/Activities</u> Ingrid advised that the finance committee discussed the principles of the process for providing financial support for community events and activities. As a result, the committee has allocated £10,000 to the Activities and Events sub-group & mandated this committee to review the application process, and to make decisions on all funding applications received.</p> <p>SEYP funding applications:</p> <p>Two applications for funds had been received recently from SEYP. The board noted the following declarations of interest:</p> <ul style="list-style-type: none"> • Revd. Simon Rea, Julie Okpala & Pete Legate are members of St Peter's church and Edgware Parish, which employs Jim Ball, the SEYP Manager and so oversees SEYP. 	

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	<p><u>Female Fitness Classes for over 25s</u> Dan advised that following the last board meeting at which the Trust discussed Julie's proposal to fund the continuation of over 25 female fitness classes, SEYP was asked to submit a formal funding application. The request for £400 was approved on the condition that the classes will be self-sustaining after the funding period has ended.</p> <p><u>February Half-term youth project</u></p> <p>Mark tabled SEYP's funding application form and request for £802.00 towards their half term activities, starting Monday 13th February. Jade informed the board that an email was received from Jim Ball before the meeting, stating that an additional £200 may be required to cover hall hire fees.</p> <p>The board acknowledged the benefits of youth activities to the local community and approved the application in principle. However, Dan was mandated to liaise with SEYP to seek further clarification regarding the following:</p> <ul style="list-style-type: none"> • Does SEYP have a provisional booking with Hive to run the half term activities in the centre? • Will £200 cover all associated room hire costs? <p><u>25.4.4 Reserves Policy</u> Mark explained that UK charities have a legal responsibility under charity law to ensure that funds are managed correctly and responsibly. It is vital to have a Reserves Policy that sets aside money every year for building maintenance. The finance committee has allocated £25,000 per annum to a designated reserves fund. This was calculated using the BICS index. £50,000 total will also be held for working capital.</p>	<p>DG</p>
<p>25.5</p>	<p>Policies</p> <p><u>25.5.1 Safeguarding Policy from Hive</u> Mark circulated Hive's safeguarding policy to building users, for adoption. It was agreed. Dan suggested that a procedure is developed to monitor Hive's adherence.</p> <p><u>25.5.2 Principles underpinning Confidentiality Policy</u> Mark asked the board to consider what principles would underpin SCT's Confidentiality Policy.</p> <p>A discussion ensued in which the board expressed a desire to be more transparent and inclusive to non-members of the trust.</p> <p>The board decided to publish the minutes of each board meeting online.</p>	
<p>25.6</p>	<p>Any Other Business</p> <p><u>25.6.1 Newsletter Distribution</u> Jade advised that SCT's newsletter will be distributed next month and requested the board to email any article topic suggestions. She requested volunteers to assist with hand delivery. Angela, Dan, Ingrid & Aggie were happy to distribute the newsletters to their neighbours. Pete offered to coordinate a group of young people to assist.</p> <p><u>25.6.2 Merger between FM and Peabody</u> Due to Jason's absence, this item was postponed to the next meeting. Mark briefly fed back on a telephone conversation he had with Jason to say that the merger would not have any impact until July and was unlikely to make any difference to the arrangements at Stonegrove.</p>	<p>ALL JA</p>

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<p><u>25.6.3 London Festival of Architecture: 1st – 30th June, 2017</u> Mark advised that he has received an email from Sprunt, which enquires about the trust's interest in participating in an event for the London Festival of Architecture. Mark to send details to both Gil and the Activities & Events committee to consider.</p> <p><u>25.6.4 Servicing the board</u> Dan advised the board that over the last couple of months Mark and Jade have been undertaking duties that were not previously anticipated. To ensure the continuous effective servicing of the board, new committees and associated meetings, he has requested MPCs (Mark and Jade) to submit a proposal at the next meeting, under the four main headings of their activities, namely:</p> <ul style="list-style-type: none">■ Governance■ Finance■ Community engagement, marketing & communication■ Building management, services and maintenance <p><u>25.6.5 Edgware Families</u> Dan advised that the founder of Edgware Families published a poll on her webpage in which she asked her members to vote on what activities they would like to participate in. Many people expressed an interest in attending coffee mornings. Dan proposed to the board that a small fund is allocated towards this. Queries were raised regarding whether the members of this group live within the red line of the regeneration area. Dan undertook to investigate further and report back at the next meeting.</p>	<p style="text-align: center;">MP</p> <p style="text-align: center;">DG</p>
<p>Date of Next Meeting: Monday 3rd April 2017, 7pm</p>	

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