



**Minutes of SCT Board Meeting (26)
Held on Monday 3rd April 2017, 7:00pm-21:30pm at OneStonegrove**

Present Dan Goodman [DG] (Chair), Ingrid Beale [IB], Rev Simon Rea [RevSR], Julie Okpala [JO], Aggie Nowocien [AN], Jason Houston [JH], Shelley Rahman [SR], Angela Gibson (from 8pm) [AG]

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

Apologies: Arike Aiyetigbo [AA], Gilead Limor [GL]

Item	Items discussed	Action
26.1	<p>Welcome, Introduction and Apologies</p> <p>The Chair welcomed everyone to the meeting.</p> <p>Apologies were received and noted from Arike Aiyetigbo and Gilead Limor.</p> <p><u>26.1.1 Pete Legate</u></p> <p>The board expressed their deep-felt sadness at the sudden and accidental death of Pete Legate and wanted to recognise Pete's contribution to the community and to OneStonegrove over the years.</p> <p>The chair proposed that a plaque be created to recognise Pete's contribution. Simon proposed that a Peter Legate Youth Award is created in Pete's memory and presented to a nominated young person from the community. This might consist of a small shield and an annual financial consideration, and the Trust could participate in the judging of the award.</p> <p>The board welcomed this idea and offered their full support towards commemorating the memory of Pete. Simon undertook to prepare a formal proposal for the consideration of the finance committee.</p> <p>On behalf of Family Mosaic, Jason donated a £100 cheque to Stonegrove Community Trust in memory of Pete and his contribution to the community. The board expressed thanks to Family Mosaic and agreed to allocate the amount towards the funding of the award.</p> <p>Aggie suggested that a visual exhibition to Pete is created for the London School of Architecture. Dan noted that this may also be extended to the proposed anniversary event.</p> <p><u>26.1.2 Resignation of Shelley Rahman</u></p> <p>Shelley Rahman reluctantly gave her resignation from the board due to her recent change of role within L.B. Barnet. The board accepted her resignation and expressed their thanks and appreciation for her hard work and valuable service as a member of Stonegrove Community Trust.</p> <p>Nicola said that she will attend board meetings as an observer to take notes and provide feedback on matters arising. However, this will not be a long-term solution due to the near completion of the regeneration of Stonegrove. Consequently, Barnet Council will nominate an individual with a relevant role in the community to attend.</p> <p>The board expressed a strong preference for a local councillor to join the Trust as a stakeholder representative. Nicola advised that she is happy to explore this further and will seek expressions of interest for political nominees.</p>	<p>RevSR</p> <p>Activity & Events Committee</p> <p>MP</p> <p>NB</p>

Signed:

<p>26.2</p>	<p>Minutes of Meetings (25) dated 6th February, 2017</p> <p><u>26.2.1 Approval of minutes</u></p> <p>Correction to Item 25.3.2: Simon asked that the words “Green lanes” be replaced with “Green Lane”.</p> <p>The minutes were then approved as a correct record of the last meeting and signed by the Chair.</p> <p><u>26.2.2 Matters Arising:</u></p> <p><u>18.7 Lease Arrangements</u> Mark advised that all lease arrangements have been legally finalised and implemented. However, the service level agreement between SCT and St Peter’s church is still to be formalised. Mark to discuss with Simon and Dan and review.</p> <p><u>25.3.3 External Signage</u> Mark provided a summary of the progress made to date, as follows:</p> <p>Main OneStonegrove Sign on gabions Several quotations were sourced from different suppliers for the construction of the main sign in various materials. After reviewing all the options, the most cost effective and aesthetically pleasing choice has been shortlisted for recommendation to be signed off by the board. This consists of a 7500 long x 1200 wide coated aluminium sign panel, with stencil cut out letters, reading ‘OneStonegrove St Peters Church,’ along with the Trust logo as previously agreed by both the Trust and Edgware Parish. Mark presented a sample of the logo for consideration.</p> <p>Slight concerns were raised about the thin piece of metal in the logo, which may be vulnerable to vandalism. Mark advised that this has been raised with the supplier and consequently an additional quotation for constructing the sign in 5mm material will be provided.</p> <p>The board unanimously signed the main sign off and permitted Mark to progress with the order.</p> <p>Signage above Café Doors Mark advised the meeting that a large sign will be installed above the café doors on Friday 7th April. This consists of individually cut aluminium letters reading "Onestonegrove " with the sub text; St Peter’s Church, Children’s nursery, Community centre and Café). The lettering will be finished to match the pantone colours of SCT’s logo.</p> <p>Jade to ask John to capture photos of its installation for the website and social media.</p> <p>Lacey Drive A four-bay noticeboard will be erected on Lacey Drive which will look more like a traditional church style noticeboard. This will feature two panels with information on St Peter’s Church and two on OneStonegrove. Simon to send Jade artwork for the St Peter’s panel.</p> <p><u>25.7.2 Merger between FM and Peabody</u> Jason advised that he will continue to attend board meetings after the merger, as a representative of Peabody. He undertook to keep the trust updated on any further changes.</p>	<p>MP / DG / Rev SR</p> <p>NB</p> <p>MP</p> <p>JA</p> <p>RevSR</p>
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	<p>Mark to review whether the leases need to be amended to reflect this change.</p> <p><u>25.7.3 London Festival of Architecture: 1st -30 June, 17</u> No further update to report</p>	MP
<p>26.3</p>	<p>Finance Sub-Group</p> <p><u>26.3.1 Minutes of Finance Sub-Group: 23rd March, 17</u> The minutes of the finance sub-group meeting were circulated and Ingrid provided verbal feedback to the board. She advised that herself and Arike will be reviewing and updating the Trust's finance policies. She also confirmed that the two grant allocations to SEYP were to be deducted from the £10,000 budget that was allocated to the Activities & Events committee. However, the committee may seek further funds, should this budget be insufficient.</p> <p><u>26.3.2 Independent Examination of Year End Accounts 2016</u> Ingrid advised that a meeting was held with the Independent Examiner to review the year end accounts, and to take his views on the Trust's financial records. He was satisfied with the record keeping and was able to present draft accounts to the committee. The final accounts will be ready to be signed off at the next board meeting.</p> <p>Simon queried why the income figure for the Trust had been uplifted. Mark explained that this was done by the Independent Examiner to reflect the capital funds for furniture and fittings given to the Trust that were paid from funds provided under S106 by Barratts Homes to London Diocese when the Trust did not have its own bank account.</p> <p><u>26.3.3 Assets and Depreciation</u> Ingrid advised the board that a decision was made on the recommendation of the Examiner to set the depreciation rate at 20% per annum, ie for all equipment and furniture items to be depreciated over 5 years.</p> <p><u>26.3.4 Trust Management accounts: Q1 1st January to 31st March 2017</u> The actual expenditure compared to budget for the first quarter was circulated and presented by Mark to the board. He advised that the income is on track. The expenditure had been front loaded as the £10,000 allocated to equipment (ie signage) was expected to be spent during January and February.</p> <p>Dan advised that due to the uncertainty of the future of The Co-operative Bank, he has asked Mark to seek an alternative high street bank with a current account likely to be opened with Nat West.</p> <p>Dan also asked the committee to ensure that all finance reports are simplified for ease of understanding by people who do not have an accounting background.</p> <p>Mark invited trustees to contact him directly, should they want further information regarding the Trust's accounts.</p>	<p>MP</p> <p>MP / DG</p>
<p>26.4</p>	<p>OneStonegrove – Building and Building Management</p> <p>The Building Management Committee meeting had to be postponed due to Dan's work commitments, and so some of these matters had not been discussed.</p> <p><u>26.4.1 Cafe</u> To be deferred.</p>	

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	<i>meaningless exercise. The advice is that the four remain until the AGM in Spring 2018 and then stand down (and be re-elected) then.</i>	
26.6	<p>Any Other Business</p> <p><u>26.6.1 Feedback: Anthony Collins Seminar: Charity Law and Governance</u> Aggie fed back on her attendance at a seminar on Charity Law and Governance, held by Anthony Collins. She advised that the information provided was useful and gave a brief overview of several topics such as managing finances, effective communication and running successful meetings. Aggie undertook to circulate the presentation slides and notes from the event. Mark requested that she also includes two or three learning points that the trust can implement to become more effective.</p> <p><u>26.6.2 User-Group Meeting</u> Jade to organise a meeting between the trust and the key user-groups of OneStonegrove within the next 3-4 weeks.</p> <p><u>Stonegrove Community Trust - Ongoing services</u> Mark and Jade left the meeting</p> <p>A proposal from MPCS was circulated for the services of Mark and Jade to run the Trust and its related operations. This included the various tasks/roles that they undertake and the associated hours.</p> <p>The board approved the proposal and requested the following: 1) A progress report in six months to review the actual time spent. 2) A succession plan</p> <p><u>26.6.3 Newsletters</u> Our OneStonegrove – The March issue of ‘Our OneStonegrove’ was circulated.</p> <p>Edware Green Bulletin – Mark informed that Barratts Homes are currently requesting submissions for the next newsletter. Nicola confirmed that this will be the penultimate issue. Jade to send articles to Barratts.</p>	<p>AN</p> <p>JA</p> <p>JA</p>
	Date of Next Meeting: Rescheduled to Tuesday 27th June 2017, 7pm	

Signed: