



**Minutes of SCT Board Meeting (28)
Held on 7th August 2017, 7:00pm-20:30pm at OneStonegrove**

Present Dan Goodman [DG] (Chair), Julie Okpala [JO] Aggie Nowocien [AN], Gilead Limor [GL], Arike Aiyetigbo [AA]

In Attendance: Mark Patchett [MP], Jade Alogba [JA], Nicola Bird [NB], David Bagg [DB], Katie Walch [KW]

Apologies: Ingrid Beale [IB], Rev Simon Rea [RevSR], Jason Houston [JH], Angela Gibson [AG]

Item	Items discussed	Action
28.1	<p>Welcome, Introduction and Apologies</p> <p>The Chair welcomed everyone to the meeting.</p> <p>Apologies were received and noted from Ingrid Beale, Rev Simon Rea, Jason Houston, Angela Gibson</p>	
28.2	<p>Minutes of Meetings (27) dated 28 June 2017</p> <p><u>28.1.1 Update on Recruitment and Interviews for new Trustees</u> Dan welcomed David Bagg & Katie Walch to the meeting. Dan advised the board that David & Katie successfully completed the recruitment and selection process for new trustees. However, they have not yet been formally appointed and are in attendance as observers until the AGM.</p> <p><u>28.2.1 Approval of minutes</u> The minutes were approved as a correct record of the last meeting and signed by the Chair.</p> <p><u>28.2.2 Matters arising:</u></p> <p><u>23.4.6 New School Gate: Heads of Terms</u> Mark advised that the Heads of Terms are still not signed and the Principal of London Academy is currently on leave. He will continue to pursue this and feedback at the next meeting.</p> <p><u>26.1.1 Pete Legate Memorial Fund</u> Simon to update the board at the next meeting.</p>	<p>MP</p> <p>RevSR</p>
28.3	<p>Activities & Events Sub-Committee</p> <p><u>28.3.1 Feedback on Summer Event: 15th July 2017</u> Jade provided feedback on the community fun day. She advised that the event was successful and attended by an estimated 350 members of the local community. 187 people signed in on the day. Dan requested the number of new additions to the resident database.</p> <p>Jade also highlighted the generous contribution of hirers towards the raffle and advised that £63 was raised from the sale of raffle tickets. The board suggest that this money is allocated towards Pete Legate's memorial fund or the bingo group. Jade to contact Simon regarding the status of Pete's memorial fund and advise the board accordingly.</p>	<p>JA</p> <p>JA</p>

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	<p><u>27.5.2 Grants for community activities</u> Aggie provided feedback from the Activities & Events committee meeting in July. She advised that two expressions of interests for grant funding were approved in principle, however the committee are still waiting to receive formal applications. She noted that the activities may be ran under the umbrella of St Peter's church for insurance purposes.</p> <p>A discussion ensued regarding whether SCT's insurance policy may cover applicants. As a safeguarding officer for St Peter's church, Julie highlighted the responsibility of activity leaders to ensure that the correct precautions are taken to safeguard service users. Consequently, the board concluded that the Trust does not have the capacity to oversee activities and is therefore not best placed to act as an insurance 'umbrella' for grant funding applicants.</p> <p>Dan suggested that the committee considers the objects listed in SCT's Annual Report with a view to making one of the objects a focus for the year ahead.</p> <p><i>Update 10/8/2017: The objects listed in SCT's Annual Report were incorrect and have been updated accordingly as the Charity Commission had reduced the original list. However, the Chair maintains that these areas are still vitally important to the community and has asked the Activities committee to consider the following:</i></p> <ul style="list-style-type: none"> - relief of financial hardship; - relief of unemployment; - advancement of education, training or retraining, - provision of public health facilities and childcare; - promotion of public safety and prevention of crime; - loneliness. <p>David queried whether Barnet Council have their own objectives for the local area which the Trust may support. Nicola advised that Barnet's objective to tackle unemployment is being met by initiatives delivered by Family Mosaic and Groundwork London.</p> <p><u>Grant Fund Application Form</u> Dan asked the committee to consider how support may be provided to those who find it difficult to complete forms.</p> <p>Nicola offered to provide a good example of a grant funding application form for benchmarking purposes.</p>	<p>Activities & Events Committee</p> <p>NB</p>
<p>28.4</p>	<p>OneStonegrove – Building and Building Management</p> <p><u>28.3.1 Resignation of Steve Barron</u> Dan advised that Steve Barron has resigned from his job at the Hive Foundation and will be leaving at the end of August. Mark advised that he had a very positive meeting with his successor Matthew Dixon and is greatly encouraged by his knowledge of the SLA & determination to offer the best service for the good of the community.</p> <p>The board suggested that Matthew is invited to attend the beginning of the next board meeting to introduce himself to trustees.</p> <p><u>28.4.2 Minutes Building Management Sub-Group: 24th July, 17</u> The minutes of the Building Management sub-group meeting were circulated to the board.</p> <p>David suggested that all of Hive's reports are collated into an annual report for monitoring and tracking purposes. Mark advised that Hive has not been forthcoming with sufficient monitoring data and will raise this with Matt.</p>	<p>MP</p> <p>MP</p>

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	<p><u>28.4.3 Café and Kitchen update</u> Mark advised that he is very pleased with Fatima’s approach and efforts to engage with the local community since the café’s launch 2 weeks ago. On Saturday, Fatima held her first art event for children and successfully obtained her target number of attendees. An inspection was undertaken by food inspectors from Barnet’s Environmental Health team to ensure that the Amber café is meeting the required food safety requirements. A 5-star (very good) Food Hygiene Rating was received. The board welcomed the news and requested that precautions are taken with regards to access rights to the kitchen, to ensure that this high standard of hygiene is maintained.</p> <p>Julie queried whether Fatima was aware of St Peters Church’s requirements. Mark assured the meeting that the terms of the Service Level Agreement remain and St Peter’s will continue to have use of the café on Sunday’s and at other times as specified.</p> <p><u>28.4.4 Outstanding Building Works / Snagging</u> Mark advised that the one-year review of the building was undertaken. The outstanding snagging works have been completed and the Trust and tenants are now responsible for the continuous maintenance of the building. He also advised that he is currently sourcing quotations for a new watering system and attractive plants. A local person has been contracted to lay paving slabs outside to prevent children from throwing the small stones.</p> <p><u>28.4.5 Acoustic Treatment</u> Mark advised that despite his and Nicola’s efforts, Peter Glass has still not provided a copy of the findings from the independent inspection of the Wilberforce Hall. However, he has emailed a hand drawn sketch which proposes for treatment to be installed in the corners of the hall. Mark has sent this proposal to the Trust’s consultant for review and requested Peter to send the justification for his recommendation, so an informed decision can be made. Nicola to chase Peter for a response this week.</p> <p><u>28.4.6 Playground areas in Stonegrove</u> Dan advised that the play area refurbishment works have started in Stonegrove Park. Nicola advised that she has enquired with both Barratts & Barnet’s planning team regarding the non-delivery of a new play area as part of the regeneration. She was informed that residents were consulted on two designated areas but voted against both options due to the proximity to their homes. Nicola advised that she is investigating this further and will consider alternative locations, including the external space of OneStonegrove. She undertook to arrange a joint meeting with Andrew Dillon and Peter Glass, and feedback her findings to the next board meeting in October.</p>	<p>NB</p>
<p>28.5</p>	<p>Finance Sub-Group</p> <p><u>28.5.1 Minutes of Finance Sub-Group: 1st August, 17</u> The minutes of the finance sub group meeting was circulated to the board.</p> <p>Arike summarised the committee’s discussions.</p> <p>2018 Baseline: On behalf of the committee, Arike proposed that this year’s actuals are used as a baseline for next year’s budget. The board agreed.</p> <p>Budget and Projected Spend for 2018: Arike requested both sub-committees to consider their plans over the next 12 months and submit a budget proposal for the anticipated costs by 19th September for consideration at the next Finance Committee.</p>	

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	<p>Risk Register: Arike advised that the finance committee will be creating a risk register and requested board members to give some thought to potential problems that could pose a risk to OneStonegrove's operations. Mark to circulate a template for contributions via email.</p> <p><u>28.5.3 New Bank Account</u> Dan emphasised the urgency to open a new bank account for the protection of the trust's finances, given the uncertainty of the future of the Co-operative Bank. Board members were asked to process their documents with Natwest Bank at their earliest convenience.</p> <p><u>28.5.3 Trust Management accounts to 31st July 2017</u> Mark presented the Trust Management accounts to 31st July 2017 for discussion. David suggested that a monthly line graph is created to show the projected income and expenditure in comparison to the actuals.</p> <p>Nicola raised concerns about the under-spend of the Activities and Events budget and encouraged the committee to ensure that this is fully utilised for the benefit of the community. Dan echoed her concerns and reiterated the committee's pivotal role in the success of OneStonegrove. Aggie advised that the committee had initially decided to not rush to spend this budget and instead focus on the community fun-day as the first large event. She welcomed the comments and undertook to feed this back to the committee.</p>	<p>MP</p> <p>MP</p>
<p>28.6</p>	<p>Any Other Business</p> <p><u>28.6.1 Photographic Art Installation</u> Dan advised that the Building Management sub-group discussed Gil's proposed photographic art installation in OneStonegrove. Steve was open to the idea and undertook to seek an ideal location for the photos. Dan requested Gil to also suggest a location for discussion at the next Sub-Committee meeting.</p> <p><u>28.6.2 Locality Convention '17, 14 & 15 November 2017</u> Mark advised that the 'Early Bird' tickets for this year's convention are now on sale and requested those who have an interest in attending to contact him directly. He will send information by email to everyone.</p> <p><u>28.6.2 Community Centre Day Trip</u> Members of the board expressed an interest in visiting successful community centres. Jade to coordinate a day and time via email.</p> <p><u>28.6.3 The Inside Housing Development Awards</u> Nicola advised that Stonegrove and Spur Road estates have been shortlisted for the Best Affordable Housing Development (rural and suburban) of the Inside Housing Development Awards. The winner will be announced on 23 November. Jade was asked to inform local residents of this great news in the next newsletter.</p>	<p>GL</p> <p>JA</p> <p>JA</p>
<p>28.7</p>	<p>Date of Next Board Meetings:</p> <p>2nd October 2017 at 7pm 4th December 2017 at 7pm</p>	

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