

Vicars Cross Community Centre Sub group

via Zoom Thursday 15th April 2021

Minutes

1	<p>Present: Cllrs Peter Bulmer, Pauline Cox, Krissie Myler and Keith Scargill and co-opted member Jane Taylor Apologies: Cllr Steve Collings In attendance: Jode Ronan, VXCC Manager and Kath Lloyd, Clerk</p>		
2	<p>Declarations of interest: no new declarations were made.</p>		
3	<p>Terms of Reference: There was a discussion based on the draft document which had been circulated prior to the meeting and the amended final version is Appendix A to these minutes.</p>		
4	<p>Caldy Valley Neighbourhood Centre: Cllr Scargill provided a verbal update – the centre manager and one of the other staff are currently on flexible furlough and preparing for the centre to re-open, the third member of staff is still on full time furlough. There hasn't been a JMC meeting and Rev Goodwin, Pamela Walsh (Treasurer) and Cllr Scargill have been acting as an Executive group. It is hoped that some user groups will return within the next few weeks but there is a possibility that some level of subsidy will be required to maintain current staffing levels and utilities before the summer.</p>		
5	<p>Minutes from meeting of 22nd February: approved with no matters arising.</p>		
6	<p>Business report review: Jodie gave a verbal overview of the Business Report which had been circulated prior to the meeting and invited questions.</p> <table border="1" data-bbox="276 1585 1396 2020"> <tr> <td data-bbox="276 1585 480 2020"> <p>User Groups Update</p> </td> <td data-bbox="491 1585 1396 2020"> <p>Provisional plan of returning usergroups in April –children's groups are allowed to resume, fitness sessions planned to resume from May.</p> <p>User group Public Liability insurances and relevant Covid agreements / Risk Assessments all been chased in preparation for reopening.</p> <p>AG Family support – private family contact meetings still continuing approx. 3 hours hire a week.</p> <p>Arrow riding resumed hire from April</p> <p>Creative Cllrs – hire of meeting rooms throughout lockdowns</p> <p>New classes:</p> </td> </tr> </table>	<p>User Groups Update</p>	<p>Provisional plan of returning usergroups in April –children's groups are allowed to resume, fitness sessions planned to resume from May.</p> <p>User group Public Liability insurances and relevant Covid agreements / Risk Assessments all been chased in preparation for reopening.</p> <p>AG Family support – private family contact meetings still continuing approx. 3 hours hire a week.</p> <p>Arrow riding resumed hire from April</p> <p>Creative Cllrs – hire of meeting rooms throughout lockdowns</p> <p>New classes:</p>
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		<p>Over 60s fitness renamed to Retro fitness (Still Diva Fitness providing this)</p> <p>Get ready for Summer Keep fit class – new class to be provided by Diva fitness.</p> <p>Summer bootcamp outside – 8-9am, Diva Fitness hire for the next 6 weeks.</p> <p>Several enquiries currently ongoing</p> <p>Snow Angels – lunch clubs / book club</p> <p>Kettlebell class</p> <p>Thai chi class</p> <p>Small support group from new parents</p> <p>New toddler group</p> <p>New after school club</p> <p>Coffee van- tarmac</p> <p>Art class – from Sept</p>
	<p><u>General updates</u></p>	<ul style="list-style-type: none"> • Toddler Group Grant - £1k planned to be spend to support the toddler group / new parents support group. • £3,600 CCE Covid project grant – evaluation form submitted and grant now closed. • 3rd CWaC Covid grant received £2,096 on 2nd March 2021.
7	<p>Financial update: A screen shot of the latest bank statement was shared, showing a balance on 8th April 2021 as £19,987. The three covid19 grants have made a huge difference to the sustainability of the community centre and costs have been reduced as much as possible over the last year.</p>	
8	<p>To review matrix – dates of centre safety checks etc. Review of updated fire risk assessment: all upto date, Clerk will send a copy of the Information Commissioner’s Office Registration Certificate when she receives it (due 21st April).</p>	
9	<p>Date of next meeting: Monday 24th May at 5.30pm</p>	
10	<p>To agree recommendations for approval: that the council adopt the attached Terms of Reference and name change to the Community Centres Sub Group.</p>	
11	<p>Information exchange: none exchanged.</p>	

APPENDIX A

Community Centres Sub Group

Terms of Reference

Purpose

- 1) To give strategic direction to ensure that Vicars Cross Community Centre is a vibrant and financial sustainable community centre serving the whole of the Parish Community of Great Boughton
- 2) To support and enable Caldly Valley Neighbourhood Centre to be a financially sustainable asset to the whole of the Parish Community of Great Boughton

Key responsibilities

- 1) To ensure long term financial sustainability for Vicars Cross Community Centre through the development and delivery an annual Business Plan/ Action Plan
- 2) To support the Vicars Cross Community Centre Manager in running the Centre through activities, meetings and general improvements
- 3) To recruit and review the performance of the Vicars Cross Community Centre Manager
- 4) Support funding applications for both centres
- 5) Provide hands on support for the running and maintenance of Vicars Cross Community Centre
- 6) Provide a reporting and monitoring function to the parish council members of the Caldly Valley Joint Management Committee (the JMC)
- 7) Provide regular reporting to Great Boughton Parish Council

Membership

Membership will consist of Councillors from Great Boughton Parish Council. The Sub Group also may co-opt members of the community to add expertise to the group. Membership will be dynamic and may change in response to the requirement for additional skills and experience.

For reporting purposes, The sub group will include at least two members of the parish council who sit on the JMC.

The Vicars Cross Community Centre manager will attend the sub group meetings and the Caldly Valley Neighbourhood Centre manager will also be invited.

Frequency of meetings

Meetings will initially be held on a regular basis, with actions progressed /delivered between meetings.

Correspondence between meetings to update on progress of actions may occur via email as well as task and finish groups on particular actions.