

NRCC Committee



Minutes of Committee Meeting held Monday, 16 January 2017 7.30 pm in the Necton Rural Community Centre

Members present:

David Matthews (DM) (Chairman)
Joe Sisto (JS) (vice-Chairman)
Frank Woodward (FW)
Ian Thompson (IT)
Denise Axham (DA)

Also in attendance:

Gabrielle Joyce (GJ) (Clerk)
1 member of public

1. To receive & approve apologies for absence

None.

2. Declarations of interest

No declarations of pecuniary interest were noted.

3. To approve minutes of NRCC Committee meeting, 21 November 2016.

The minutes were agreed by all and signed by the Chairman.

4. To report progress on items not on the agenda (for information only)

4.1 Matters arising from last meeting

- Car park lights changed to 4.30 – 11 pm on 22 November.
- Letter to NSSC regarding refurbishment project was delivered to Janet Manley on 24 November. Still awaiting a response.

4.2 Clerk's Report

- New bookings: Yoga class on Tuesdays 2 pm, West Norfolk & Kings Lynn Beekeepers Assoc., NHS Diabetes team, Elections in May.
- Our floor-cleaning machine (purchased Mar 16) has a fault and is currently away for repair, under warranty.
- A new counter top oven has been installed to support Lunch Club. Paid for by grant from Lord Baker Community Fund (Norfolk Community Foundation).

Action Plan update

- Asset register review – to be complete before insurance renewal
- Storage room clear-out is ongoing
- Outdoor table tennis – full funds are now with the Parish Council. Installation to be arranged.

Public Participation Session – no questions.

5. Finance

5.1 To receive current financial statement and progress against budget

As we start the new year, we have £31,120.03 total funds. No outstanding debts carried forward from last year. Total invoice income due in £519.50 over next few months.

5.2 To receive and agree year end 2016 accounts

The prepared year-end accounts have not yet been submitted to the Charity Commission. There was discussion about the merit of changing the NRCC year-end from 31 December 2016 to March 2017, bringing it in line with the Parish Council and HMRC year-end. This query will be raised with the Charity Commission. If they agree, then it was **resolved** to move the year-end to March 2017.

5.3 To agree selection of contractor for 5-year electrical testing

There was discussion about the quotes received. It was **resolved** to commission Drakes for this work.

5.4 CCTV – to consider options for maintenance

There was discussion about the merits of maintaining an annual maintenance contract or simply commissioning a service when required. Quotes received indicated that the more cost effective method is a service when required. A maintenance contract is not an insurance requirement. It was **resolved** to source a company when a service is required. It was noted that the company used by NSSC is Alarm UK.

6. Necton Sports & Social Club

6.1 To receive an update on refurbishment proposals

No update. The Clerk was asked to follow up a response to our letter sent in November, seeking information to provide to our insurers about the proposed works.

6.2 To receive an update from Cllr Woodward on NSSC matters

FW reported that NSSC installed a new shed on the grounds for extra storage. GJ asked who would be organising the Temporary Event Notice required for the bar operation at the festival on 22 July – it was not clear. Howard Cardus is now on the NSSC committee.

6.3 To receive an update from Cllr Sisto on football matters

JS confirmed that there is no football planned in July and specifically not on 22/23 July.

7. Car park

7.1 To consider a car park use policy

A proposal to offer use of the car park to Sunday church congregation was discussed. JS confirmed that football games do not happen during church times and GJ confirmed that centre bookings on Sunday mornings are not normally so large as to need the entire main car park. It was **resolved** to invite the church to inform their congregation of the availability of the car park rather than parking on the road.

It was also **resolved** to encourage the school to promote use of the car park for drop off and collection times.

7.2 To agree a financial contribution to the car park refurbishment project

It was agreed to transfer the budget allocation for car park light upgrade to the car park project and add an extra £1,100 from general reserves. The budget will be adjusted.

8. Necton Festival 2017

8.1 To confirm the organiser as NRCC

It was agreed that the NRCC would be the organiser of this event. The event working group includes other people and organisations working to make the event happen.

8.2 To receive an update from organising group's last meeting

The Clerk gave an update on progress; an application to Breckland Council Licencing is in progress. The NRCC's premise licence provides for this event, however, the size of the event means that further permissions are required from Breckland Safety Advisory Group and work is underway to produce the necessary application for this.

Bands have been secured and a site plan and risk assessment for the event has been drafted.

FW asked if permission was granted for camping on site. The Clerk advised that it would require overnight security and the clearance space needed for each pitch may reduce the offer of pitches to less than the original 30 suggested. The Clerk raised concern about the adequate provision for car parking for 700 people and the proposed camp area would be better utilised for car parking. The matter was discussed. It was **resolved** that no permission be granted for camping onsite, however, an alternative would be investigated with the local campsite in the village.

The Clerk advised that there was an amount of money from the 2016 event, currently with David Whitehair that would be put towards this and the Parish Council had agreed to provide up to £2,000. With a proposed ticket price of £15 it is envisaged that ticket sales of 400 will be the break-even point. It was **resolved** that the NRCC would underwrite any losses of this event.

8.3 To invite participation from this committee meeting

Members agreed to participate in the organisation of this event. JS agreed to join the event work group.

9. To receive any items for inclusion on the next agenda (for information only)

As noted above.

10. To confirm date and time of next meeting of the Committee meeting – Monday, 20 March 2017.

Confirmed.

Meeting closed at 8.10 pm.

Minutes signed by Chair (or designate) _____ on _____