

## **CORNHILL COMMUNITY ACTION**

**Minutes of meeting on Monday 20<sup>th</sup> November, 12 noon at Cornhill on Tweed Centre,**

### **1. Present**

MJ Broadhurst  
Elizabeth Devon  
Martin Devon  
Maggie Read

### **Apologies**

William Carrington  
Chrissie Caley  
Anne Legge

Before the meeting started Martin said that all the trustees had agreed that Mark Crouch should be invited to join the Board. He has agreed to be the trustee responsible for building maintenance. We are all very pleased to welcome him and know that he will be a great asset.

**2. Minutes of the meeting of 8<sup>th</sup> August** were circulated before the meeting. It was agreed that they were a true record.

**3. Matters arising not on this agenda** - none.

### **4. Accounts including Independent Examiner's report for 22/23**

The accounts for May 22 to May 23 have been examined by Robert Humphrey who has given us a written declaration for the Charity Commissioners that they are a true and fair record.

MJ asked about his qualifications. Robert is currently Honorary Treasurer of the Berwick-upon-Tweed Civic Society, and was Treasurer of a local Scout group in Essex for ten years. He works for the investment company Fidelity International where his current role involves the analysis and implementation of regulatory change in corporate pensions. He has spent his whole working life (over 43 years) in corporate pensions in various different areas. The very nature of pensions requires a high degree of numeracy, together with attention to detail. Corporate and pension scheme accounts are things he has drafted, analysed and interpreted at various times in his working career. We all agreed he was more than qualified to check our very modest spreadsheet!

After receipt of an interest-free loan from the William Leech charity and payment of the greater part of our outstanding debt, we have a little over £2000 in the bank but most of this will be taken by the heating installation. By next October we have to pay £1,920 back to William Leech. Martin suggested he opens a high interest account to make sure we have sufficient funds by October. Those present agreed.

At Anne's and William's request, the current spreadsheet was sent to them both on November 13th. It is expected that Anne will now take on the management of this, providing regular updates of the situation until the building work is complete. Anne and William, as our financial trustees, will present the accounts at the next AGM in May 2024 and liaise with an independent examiner to satisfy the Charity Commission. Only accounts with a turnover of more than £25,000 in the year are liable for an external examination, so the current year should be the last time it will be needed.

*We received disappointing news after the meeting. Because of work commitments, both Anne and William have resigned as trustees of the charity. Anne has agreed to continue to pay the bills until we can find someone to take over. We wish to thank them both for their support of the project through all its difficulties from the beginning.*

## 5. Funding - progress report on Unit 1

An application has been made to the Foyle Foundation for the work needed on Unit 1; we should hear whether or not that has been successful in January.

*Joanne and John sent the following about their progress in Unit 1:*

"Unit 1 progress is slow but moving forward.

- The Premises Licence will hopefully be fully approved soon after 20th November. We have confirmation from The Fire Brigade that they have no objections. It is simply now a case of NCC confirming whether any objections have been received, if not then this licence will be granted soon after.
- The Rectification Licence process has been very 'clunky' with lots of form filling and box ticking with back-and-forth correspondence with HMRC. Again, we are hopeful this licence will be approved soon.
- In the meantime, John has recently attended an advanced Distilling Course at BrewLab Sunderland, as a refresher. He is now inspired with new recipe ideas and is keen to 'get going'!
- Also, we have a collection of plants 'Botanicals' at home ready to go into the raised planters on the Village Green. We have dug out and repaired the 2 existing planters and will be planting these 2 very soon. The materials for the other 2 planters will be ordered when funds allow.
- As far as funding goes, we recently had a meeting with Liz Nelson from Advance Northumberland and we are now 'in the system' for grant funding searches and Liz will be sending updates when applicable grant funding streams open up.
- We have a meeting with Sarah Turnbull from BIPC on the 24th November to discuss our plans and again look into funding help. This meeting has been arranged via an introduction from Maggie, we are very grateful for this."

## 6. Electricity progress report

No progress has been made in terminating the contract with Yu Energy, although we appear to have satisfied the normal requirements. We wish to change to Octopus Energy. It seems we may have to contact OfGem.

## 7. Heating progress report

At the time of the meeting, no progress had been made and we spent some time talking about how we would proceed if Darren Paxton was not well enough to do the job. However, Darren and his mate Andrew arrived at the Centre after lunch today. They installed the flue and listed pipe fittings needed, which should be on site on Wednesday 23<sup>rd</sup>.

## 8. CT Centre Information folder



Maggie and MJ have digital copies of this which they will keep in the Centre. Martin has two diagrams to add to explain the electricity circuits. When it is complete, relevant parts will be printed so that all the tenants have access to the information. The folder is currently dated 'Nov23'. It should be updated every year and re-named accordingly.

### **9. Tenants' representative's report**

- Maggie reported that, apart from the lack of heating, all tenants seemed to be OK.
- Lynda's coffee morning raised £400 for Myeloma which was an excellent result. It was well attended and helped to raise awareness of the Centre in the community. She is planning another event on Friday 15th December. It is to be a Christmas social gathering. She hopes to change the day of the coffee mornings from Friday to Saturday.
- It seems that we need to be flexible about car parking in front of the building. When a lot of cars are expected, someone needs to go outside and direct parking. The alternative is marking proper spaces, but then the tarmac would be seen as a car park and we don't want regular exhaust fumes over either the Botanicals or the Meditation Gardens.

### **10. Publicity report**

- The BIPC (Business and Intellectual Property Centre) visited Maggie's workshop on October 16th with a film crew to carry out a video shoot. This was commissioned by the British Library to promote their small business resources which she used to secure grant funding. They are coming back to carry out a photo shoot on Friday 24th November in Maggie's unit and also in MJ's. The representative from BICP north east was very impressed with the Centre and would like to hold a business networking event there at some point in the future.
- Martin reported that Janine Leech from the William Leech Charity, which has given us a loan, wishes to visit with a possibility of using the Centre as an example of a successful project which the Leech Charity has supported.
- Maggie suggested that next year we have an Open Day, on a separate occasion from the Summer Fair. All the tenants would have some type of display and funders, NCC, CPC members would all be invited.

### **11. Health & Safety report**

- MJ reported that she could not organise a demonstration of a defibrillator/first aid until the heating is working in the hall.
- She is also waiting for Willa Straker-Smith to come and advise about possible improvements for wheelchair access.

### **12. a.o.b.**

Derek raised a query about lights at the entrance to the building; these are now needed for the dark evenings. Martin replied as follows:-

"Inside the front doors is a switch marked 'em/lights'.

In the 'off' position, a sensor is activated controlling 3 lights - 2 in the main porch and one lighting the approach. They stay on for about 5 minutes.

*The last currently needs a new 2D lamp which we will deal with.*

The 'on' position turns on all 3 outside lights and another one between the double doors, all of which remain on until the switch is turned to 'off'."

### **13. Date of next meeting – February 2024**