

MINUTES OF A MEETING OF THE  
CHARLES BURRELL CENTRE COMMITTEE,  
HELD IN THE CHARLES BURRELL CENTRE ON  
FRIDAY 6<sup>th</sup> JUNE 2014, STARTING AT 10.00 A.M.

Present

The Mayor, Mrs S J Armes

Councillors

T J Jermy (Chairman)

Mrs B J Canham

S N H Wright

M P Brindle

D M Crawford

Officers in attendance:

Emma Patrick

Chris Crimmen

Alan Judd

Lance Thatcher

Deputy Town Clerk

Committee Secretary

CBC Project Co-ordinator

CBC Project Co-ordinator

Also present:

Vince Gregory

Mike Oakes

Tenants Liaison Officer

Volunteer Representative.

Minutes

- 164/14 ELECTION OF COMMITTEE CHAIRMAN AND VICE CHAIRMAN FOR THE MAYORAL YEAR 2014/15  
RESOLVED that Councillor T J Jermy be elected Chairman of the Charles Burrell Centre Committee for the Mayoral year 2014/15.  
Vice Chair  
RESOLVED that Councillor M P Brindle be elected Vice Chair of the Charles Burrell Centre Committee for the Mayoral year 2014/15.
- 165/14 DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS  
None.
- 166/14 APOLOGIES FOR ABSENCE  
Councillor D W R Sully sent his apologies.
- 167/14 MINUTES  
Resolved as a true record the minutes of the Committee meeting held on 28<sup>th</sup> April 2014, received by Full Council on 29<sup>th</sup> April 2014, be confirmed as a true record and signed/initialled by the Committee Chairman.
- 168/14 CO-OPTION OF NON-VOTING COMMITTEE MEMBERS  
The Chairman stated that as there are now tenants occupying the Centre it would be appropriate, as evidenced by co-opted members of the Allotments Committee, to have non-voting members of the Committee. He would like to co-opt Vince Gregory, the Tenants Liaison Officer and Mike Oakes, a Volunteer Representative. A discussion followed and it was thought appropriate to start the meeting with a 15 minute Open Forum so other tenants could address the Committee if they wished to do so.  
Councillor Mrs S Armes proposed and Councillor M Brindle seconded that the Committee co-opt Vince Gregory, the Tenants Liaison Officer and Mike Oakes, a Volunteer Representative to serve as non-voting members of the Charles Burrell Centre Committee. It was also proposed that each

Committee meeting will start with a 15 minute Open Forum so other tenants could address the Committee if they wished to do so.

**RECOMMENDATION: The Committee co-opt Vince Gregory, the Tenants Liaison Officer and Mike Oakes, a Volunteer Representative to serve as non-voting members of the Charles Burrell Centre Committee. Each Committee meeting will start with a 15 minute Open Forum so other tenants can address the Committee if they wish to do so.**

169/14

REVIEW OF VISION SETTING MEETING 26TH MAY 2014

The Chairman referred to the Vision Meeting on 26<sup>th</sup> May 2014 that was attended by Committee members, staff, tenants and Robert Ashton who had prepared the following report:

It's been agreed by Thetford Town Council that we need a new community led organisation to:

- Sub-lease the site from Thetford Town Council
- Enlist, engage & involve as many local residents & community groups as possible
- Attract funding & bring new opportunities to the (south) Thetford community
- Provide a governance/financial fire-wall between the project and Town Council

That new organisation needs to be structured & managed in such a way that it:

- Can enjoy the financial benefits (grants/tax/business rate relief) of a charity
- Adapt & evolve to meet the changing needs of a developing community
- Is democratically managed

A company limited by guarantee or community interest company were quickly discounted as neither afforded business rate relief or the benefits of charitable status. This left two options, a registered charity or a cooperative.

<b>Feature</b>	<b>Charity</b>	<b>Coop</b>
Model first developed	1136	1844
Widely recognised	yes	yes
Charitable status	Registered Charity	Exempt Charity
Asset lock	yes	yes
Can apply for grants	yes	yes
Can issue shares to attract local investment	n/a	Yes
A membership directly involved in governance	n/a	Yes
One member one vote	n/a	yes
Easy to adapt and change as needs evolve	no	yes

[Adrian Ashton](#) (no relation) met the CBC committee on 26.05.14 & also ran a stakeholder consultation. Key stakeholder wants were 1) sustainability 2) social impact & 3) financial self- sufficiency.

Adrian's recommendation is that we create a multi-stakeholder 'community benefit society' – legally an industrial & provident society and a form of coop. This enables:

- Membership to be arranged in stakeholder groups, eg tenants, service providers, local residents, wider supporters such as local Govt & funders
- Each membership group to nominate Board members to represent each stakeholder group
- The 'best of both worlds' in terms of funding/investment/tax

Next step is to work with Cooperatives UK to set up the governance structure through which the second grant application to Social Investment Business (for £100k) will be made.

### Charity

<ul style="list-style-type: none"> <li>• widely recognised</li> <li>• tax advantages</li> <li>• assets and surpluses locked</li> <li>• can easily seek grants from all trusts</li> </ul>	<ul style="list-style-type: none"> <li>- little/no economic incentive for stakeholders to engage</li> <li>- degree of disconnect between those in charge (trustees) and people who receive material benefit (not just in cash terms)</li> <li>- limited flexibility to change purposes and activities in future once registered</li> </ul>
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### Community Benefit Society

<ul style="list-style-type: none"> <li>• can gain charitable tax status via HMRC</li> <li>• assets can be locked</li> <li>• wider range of financing and investment opportunities through being able to offer 'community shares'</li> <li>• values and ethos of supporting community and inclusion integral to governing document</li> <li>• benefiting community and stakeholders able to be directly engaged in governance and more engaged through having financial interest/stake (however nominal)</li> <li>• equality between all parties assured (no one member can have more voting power than others)</li> </ul>	<ul style="list-style-type: none"> <li>- while increasingly used in rural contexts and community energy ventures, still relatively unknown/forgotten model</li> <li>- governance can take longer to ensure all members and stakeholders are involved</li> <li>- higher governance costs (time and money) in maintaining engagement of all members</li> </ul>
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Councillors noted the contents of this report and felt that a meeting date should be set to take this matter forward and should involve the tenants.

170/14

### OVERVIEW OF PROJECT CO-ORDINATOR ACTIVITIES

The Project Co-ordinator (AJ) gave an update of his activities:

- The CBC income has passed £1,000 p.w.
- Coming to terms with the management of CBC
- Labour costs have increased

- CBC needs volunteers who are dressed to a standard, trained, H&S Trained and willing to work ideally a fixed shift
- Alarms – Intruder, Fire and CCTV systems are being integrated
- AJ wished to thank Council officers, works team, volunteers and Councillors who have helped, especially Councillor T Jermy.

The Project Co-ordinator (LT) gave an update of his activities:

- Carried out a survey of the location of all firefighting equipment
- Waiting to house the first aid boxes when the sites are confirmed
- COSSH – he has downloaded all the safety sheets for all products used on site
- Is starting to create a folder for each of the Councils tenants
- Is creating a maintenance reporting structure so there is a paper trail for any requested from tenants
- Cleaning glass in doors and window in public areas and corridors, Toilet cleaning - lids, seats, pipework and pans. Hard surface cleaning in and around the sinks. Washing/disinfecting washroom walls and floors etc. Ensuring that consumables are regularly checked and replenished. Not only in the public areas but also in and around our office area.
- One final request – can CBC have a printer that works please?

171/14

#### HEALTH & SAFETY

##### Fire Safety

The Fire Notices need to be updated, reprinted and laminated and put in rooms. This will be done asap.

##### First Aid Kits

It was agreed that three metal first aid boxes, as used in the Guildhall complex, should be purchased and mounted on the wall in three locations to be confirmed.

**RECOMMENDATION: Three metal first aid boxes should be purchased and mounted on the wall in three locations to be confirmed.**

Councillor T Jermy stated the staff and volunteers should all go through a Fire Safety Course and a First Aid course.

##### Water Systems

NPS are arranging to have the water system tested and this will be carried out this month.

##### Cleaning the Building

This will be done more thoroughly when additional sessional caretakers/cleaners are recruited. It was suggested that this is done between 7.00 – 9.00 a.m.

172/14

#### USERS/TENANTS & ACCOCIATED MATTERS

The Chairman reported on a tenant's forum that had taken place and the following issues were discussed:

- Prospective tenants concerned about the infrastructure
- Not enough printed information – there is a need for costs and detailed information packs
- The leases were being processed by the Councils Solicitor
- There is a need for a schematic of rooms available
- Some tenants may need “out of hours” access – normal hours are 8.00 – 10.00 p.m.

173/14

#### REVIEW OF AVIVA VOLUNTEERING DAY

The Chairman reported on the AVIVA day and was overwhelmed with what was achieved in one day. It was noted that a letter had been sent to AVIVA

by the Project Co-ordinator (AJ) to thank them for all the work done to enhance the CBC.

174/14

PRINCES TRUST

Councillor M Brindle reported that the young people sent by the Princes Trust had worked extremely hard when they were at the CBC. Most of them were former students from the school and the Mayor reported they were very proud to give something back. Councillor M Brindle reported that the Trust may be available to repeat this exercise later in the year.

175/14

EXCLUSION OF PRESS AND PUBLIC

To consider resolving that, pursuant to the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded for any remaining items of business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be discussed.

179/14

PRESS RELEASES

None.

Chairman:

<b>ACTION POINT</b>	<b>BY WHOM</b>	<b>BY WHEN</b>
The Committee to consider a Volunteer Management Plan to cover Interview, Supervision and Training Processes.	CBC Committee	31 <sup>st</sup> July 2014
The Fire Notices that need updating should be retyped and taken into the office for laminating.	Project Co-ordinators	A.S.A.P Urgent
The First Aid kits should be purchased and mounted on the walls in CBC.	Deputy Town Clerk Project Co-ordinators	31 <sup>st</sup> July 2014