

**Marshfield Community Centre Association**  
**Minutes for General Committee Meeting Monday 03-July-2023**

**Attendance Register:**

- Officer Oliver (Bory) Brason (OB)
- Officer Angela Gent (AG)
- Officer Victoria Laidler (VL)
- Officer Kathryn Barrow (KB)
- Custodian Trustee Graham Snell (GS)
- Guest Wendy – interested resident
- Guest Dawn Brooks – library + cinema
- Guest Michael Phillips – short mat bowls
- Guest Trevor Davis – short mat bowls
- Guest Sally Kerr – Friday club
- Guest Jane Christie – Friday club
- Guest Andy – short mat bowls
- Guest Tony Kerr – energy costs
- Guest Anne Colbourne – WI
- Guest Jo Kitts – yoga
- Guest Amanda Blake – pre school
- Guest Rebecca Clark – pre school
- Apologies David Colbourne
- Apologies Lynn McManus
- Apologies Scouts/ Beavers/ Cubs

1. Welcome and Introductions (OB)
2. Objectives of this meeting – (a) Inform (b) Establish General Committee (c) Plan the review (OB)
3. Relevant powers in MCCA's Constitution (GS)
  - Official objective of the Charity
  - General Committee structure and powers
  - Members
  - Custodian Trustees
4. Agree membership of, and appoint the Officers of, the General Committee (OB)
  - For now all present (plus apologies) are the General Committee
  - Angela remain as Treasurer – seconded – voted agreement
  - Victoria remain as Secretary – seconded – voted agreement
  - Kathryn remain as Bookings Secretary – seconded – voted agreement
  - Bory step down from Chair to Vice-Chair – seconded – voted agreement
  - Graham suspended as Custodian Trustee and nominated as Chair – seconded – voted agreement

## 5. Purpose of MCCA's 2-year review (GS)

- Financial risk due to rising costs and declining usage.
- Need to increase usage and stabilise finances to (1) maintain operations, (2) apply for grants and (3) unfair to fundraise with uncertain future.
- Two-year timeframe to give us time to redirect, whilst still having reserves for three years.
- Some cost reductions already underway.

## 6. Initial views of User (Affiliate) Representatives present today (GS)

- Anne C asked for clear instructions on heating. Angela clarified that it will be remote/ smart managed moving forwards, so users won't need to action other than defining needs. Michael asks about flexibility of reducing heating during the session.
- Tony suggests co-opting in (a) someone to pursue grants and (b) someone who has capacity/ energy to generate community support either for fundraising or users.
- Kathryn highlighted that volunteering from users has diminished significantly.
- Bory shared that Scouts is potentially going to have to stop completely.
- Dawn asked about consultation within the village, as is personally receiving queries.
- Jane highlighted need for (a) communication to drive new users (Affiliates and one-offs) and (b) the way this project is communicated.
- Jane and Sally – from Friday club perspective, they find it a successful resource. The two-year review project is positive.
- Amanda as Pre-school has seen an increase of children as new families coming into the village, which is an opportunity. Agrees good to communicate more broadly.
- Michael highlights that the methods of communication in the village is challenging – Facebook, WhatsApp, posters – what is the central/ focal point? Bory proposed digital signs to be reviewed. Dawn raised “what's on” each month on the notice boards was successful.
- Angela raised challenges with Chiring and driving attendance. There has been a significant decline in users. 12% usage of small hall and 7% usage of large hall, but since then have lost Scouts, School of Dance, Pilates – so now 9% average occupancy. Village needs to understand that we need a different working model, without burning out a business development volunteer or a grant-based model. Need £16k of fees per annum to break-even.
- Jo raised targeting professionals/ commercial to offer consistent classes. Look for groups in the village that aren't being served. Dawn – opportunity for people to “give it a go”.
- Amanda raised being competitive on user cost. Michael raised competition within the village – church hall etc – potential for a loss leader to drive engagement? Dawn suggested need clarity/ communication on pricing. Angela highlighted more users = reduced fees.
- Dawn mentioned West of England charity – advised on grants etc. Facilitates village agent. Would likely support keeping the community centre open.
- Jane summarised that it is the Users that need to be active in driving engagement.
- Wendy is involved in sustainable Marshfield – bursting with ideas (food co-op, repair café, lending library tools/ toys/ clothes etc, idea-sharing meetings). Kathryn thinks great but reminded that it needs volunteers to run and source grants.

- Agreement that South Glos council needs to offer support/ grants to keep MCCA open, as it's operating a council service without cost to them. Graham highlighted opportunity to look into grant-based income. Michael raised whether the Parish Council should be involved.
  - Jane raised need for more regular IRL General Committee meetings to communicate and drive engagement/ support.
7. Planning the 2-year review (a) Timetable (b) Consultation (c) Developing long list of options (d) Developing business plan(s) for the future (e) Decision making (f) Working Group (GS)
- Graham proposes 6 months consultation, till next AGM.
  - Graham proposes working group of 6-7 members to drive planning/ consultation/ engagement. Meet monthly.
  - Currently 3 General Committees per year plus 1 AGM. Next meeting end September? Dawn noted that article in All Around Marshfield is in August.
  - Jane suggests that everyday issues won't be managed appropriately by 3 meetings per year. Need additional or more regular group for short-term updates.
  - Kathryn highlighted that it will be difficult to clarify meeting schedule until the participants in each group(s) are decided.
  - Updated proposal: General Committee meeting – every 6 weeks, Working Group – monthly.
  - Agreed to ask for working group volunteers during first public consultation – ASAP after All Around Marshfield. Article needs to raise the 2 year review issue.
  - Sally suggests that questions for the public consultation need to be clear to avoid confusion and wasted time.
  - Victoria suggests the initial consultation meeting needs to (1) “inform” the village of the key challenges and (2) note that there will be further meetings to give ideas and to volunteer for the working group, rather than collect ideas initially. Dawn agrees.
  - Dawn suggests dedicated email address to raise ideas/ communications etc. Bory will arrange.
  - Tony suggests multiple channels of communication. Hit every audience.
8. Meeting closure (GS)