



Dursley Youth Centre Management Committee

Vibe, Dursley Youth Centre, The Old Parsonage, 3 Parsonage Street, Dursley, Gloucs. GL11 4BW
(Charity Number: 285350)

Minutes of meeting on 4th July 2019 in The Vibe at 5.30pm

1. Present: Carole Allen (Secretary), Sue Creswick, Neil Grecian, Emma Irvine, John Kay, Mandy Woodward. Apologies were received from Liz Swanwick and, in her absence, Neil chaired the meeting.
2. The minutes of the last meeting were approved. In a review of actions it was noted that John has built in an equipment review to the Quarterly Review requirements. Emma has not yet sourced a new sofa. The new bin has been purchased (although another one is now required) and the pool table edges have been secured. There have been no complaints regarding the Tab construction work which is proceeding well. Carole has reported the issue regarding the need for a light on the steps to the church elders and this matter is under review. Broadband has been transferred. Quotes for garden work have been sought, but they were prohibitive. It is a difficult space to work in because of access. It was agreed that we would like to support the young people and develop the garden, but in the light of the new CMAS hire we need to be careful that any developments are robust. This work needs to be considered in the context of other demands on finances which will be explored under the agenda.
3. Annual Report for 2018/2019
Discussion of the report centred initially on the statistics of use revealed on the first page. It was noted that CMAS use, in the last two months, has exceeded the combined use of Tab and Town Council. For the first time since opening, the centre is being used to full capacity. Some users like Teens in Crisis and Connect At appear to have used the centre sporadically over the past year, but this has always been the case. While we have never invited written feedback from hirers to gauge whether they are satisfied with the facilities, Ann Lyon has always invited verbal feedback and kept communication channels open. In the light of the regular CMAS hire we have no capacity for increasing hire by other users. Holiday periods are going to be necessary for maintenance and repair which is now proving challenging. CMAS students are those who have passed beyond the stage of Pupil Referral and their behaviour is challenging. CMAS were catapulted into delivery and are struggling to recruit sufficient staff and stabilise their provision.

The rest of the report was considered to give an appropriate summary of the current position.

4. Appointment of Officers for 2019/20
Liz indicated last year that she would like to step down as Chair this year and confirmed that in a conversation with Carole today. Neil Grecian was appointed as the new Chair and Emma Irvine as

Vice Chair. Carole Allen was re-appointed as Secretary, but gave notice that her contract at the Tab will end in November and she may well need to step down, depending on her employment circumstances, during the coming year. John Kay was re-appointed as Treasurer.

5. Centre Management/Property Issues

From September 2019, Carolyn Jones will be the key contact from The Tab relating to centre management. She and Carole are producing a final invoice under the old system which will cover the period from Sept 2018 to June 2019. From this September Carolyn intends to invoice the Tab's running costs on a monthly basis. Increasingly, these costs will be taken from the Vibe funds rather than Tab/Town Council.

There have been multiple issues relating to the CMAS hire, as referenced in the AGM report. It is evident that the 40% discount on the advertised rate which we agreed to offer them as an introductory arrangement is no longer feasible in the light of the extra workload that the hire is generating. While CMAS are refunding the costs of any breakages, there has been a significant increase in a whole range of centre management issues and we need to review many of the systems which, until now, have been fairly informal and relaxed. **Action:** It was agreed that **John** should give CMAS notice that, from September, we intend to increase their fees to the advertised rate of £100 per day. If this increment proves too challenging immediately, we might consider negotiating an interim period at a 20% reduction, moving to the 100% charge at a later date. Should anything less than 100% of the advertised fee be insisted upon, we may need to implement a notice period to allow us time to seek new hirers in the event of their terminating the hire suddenly.

The increase in hire revenue should mean that, in the year ahead we can hope to move away from Tab and Town Council subsidising the running of the centre and it should finally become self-financing.

Key issues which need review as a result of the CMAS hire are: the cleaning contract, management of tech room equipment, the waste contract, redecoration, storage management charges and invoicing. These issues must be addressed before we consider garden development.

It was agreed that we require a meeting between Kath from The Door and Tori from CMAS to discuss their requirements. **Action: John** to convene this meeting between himself, Emma, Tori and Kath as soon as possible. **Action: Carole** to convene a meeting (after her return from holiday in mid July) between John, Carolyn and herself to address the Centre Management issues as identified in the previous paragraph.

6. Finances

As discussed earlier, these are healthy and, if the CMAS hire continues at the advertised rate, the centre should eventually begin to pay for itself.

7. AOB

Emma asked if John could check whether her status as a trustee has been confirmed by the charity commission as there seems to be a problem currently. **Action: John.**

8. Next Meeting. In the light of the amount of business it was agreed that the next meeting should be on August 15th at Jacob's House at 5.30pm.