

Othona Community Bradwell Centre Committee Meeting 3rd February 2018.

1. Welcome, opening prayer, attendance and apologies for absence.

Simon led us in prayer. There were no apologies for absence. We welcomed Simon Thompson, Susanne Kelly, Angela Mutum, Colin Butcher (by Skype,) Nicholas Mannoukas, Katie Miller (and Baby James!) Tim Fox (Manager, Ex-officio to BCC,) Roo Bull, Chair and today's minute taker.

2. Minutes of last meeting agreed: matters arising, if not on agenda:

- Fees for single occupancy (see minute 3)

In the new Programme: Once single rooms have gone, there will be a 25% surcharge for single use of a larger room.

Data protection information (see minute

Tim to progress this.

- Leader's Leaflet

Simon and Nicholas will develop this.

3. Finance and budget 2018/9 – Colin.

Historically, Bradwell only usually achieved a break-even budget with around £10,000 support from the Farm rental. It is difficult for Bradwell, within the Othona Charitable Company, to be entirely self-funding – especially as regards larger items such as dishwashers, cars etc., we had a recent boost with reclaimed VAT.

This year we have a conservative budget, assuming we will have less income than last year. The bulk of Othona's assets are in the Othona Charity, (or "the Trust") which provides some income for the two Centres, Bradwell and West Dorset, +plus Reserves for Othona; and money for capital items at the two Centres. The accountancy firm Othona uses is Alwaysns. Currently, Othona trustees have inadequate information on the Trust Finance & await the reporting specified in the SLA with Alwaysns.

In response to a question, Colin gave an explanation as to why we use Alwaysns: Alwaysns used to do a little work for Othona. When the Othona Community Treasurer had to leave that position due to ill-health, it was decided to continue using the firm we know, as an interim measure, being monitored by trustees. Simon pointed out that we have no evidence that the job is not being done well. It was confirmed that Alwaysns only stated to work to the Service Level Agreement (SLA) with Othona just before Christmas. Colin writes to Alwaysns regularly; as yet not all the figures are available but a representative from Alwaysns is attending the Trustee weekend on 10th Feb; Colin or Roo will update the BCC if there are any significant developments.

The Company Budget at its Centre at Bradwell: set at break-even, assuming £2,000 income from The Charity. It is evident that, nationally, costs are going up, e.g. refuse collection, food and fuel. We have lost the good income from the AA group, and

anticipate less in donations. The Festival and Fireworks expenditure is in good part set against income – and these events are at the heart of Othona’s purpose. Gilo’s Week attracts an additional charge to meet the cost of his fees; Othona meets some costs of the Festival but this is a Diocesan Event and should not be a financial burden to Othona. The Company also meets the cost of day-to-day maintenance; there is not always clear line between routine maintenance (Company) and improving capital assets (Charity.)

Alwyns will continue to do all Othona’s work on end-of-year accounts, calculations, reporting to Trustees. Othona uses the services of an Investment Management company who have historically achieved good results on our investment funds (primarily the East Hall Farm money.)

Response to questions on food and sustainability policy:

- Tim is taking on more hands-on responsibility, e.g. for the food budget and catering.
- Susanne suggested, and it was agreed, that we will try to go a bit more seasonal in the growing/eating pattern, Susanne will look into this.
- John the Chef will be doing 16 hours per week, averaging 3 days but flexible to meet needs.
- Nicholas emphasised the need for better food planning, to avoid waste.
- Simon noted that there should be constant monitoring of the food budget/usage/storage of left-overs – this needs further exploration – by Tim and Team with support of BCC.

Proposal by Colin, seconded by Simon: that the budget be presented to Trustees, but with the proviso that the Charity is asked for information about our Central resources. This was unanimously agreed. Nicholas asked that Colin notes the difficulties: not knowing how much we can spend on capital projects such as batteries and grant match-funding.

New Finance People needed: Roo spoke of the need to replace Othona’s two key finance people, Trustees Roger Neville (Trustee/Director, Othona Treasurer, retired,) and Colin Butcher (Trustee/Director, Bradwell Treasurer.) Colin steps down at the March 2018 BCC, he will still be an Othona member but will step away from formal responsibility or decision-making. He will be happy to liaise with his successor.

4. Programme 2018 (and 2019) – Nicholas.

It has been an eye-opener for Nicholas to co-ordinate and pull together the 2018 Programme. There is ongoing work to keep up contact with speakers. Anouk and Sandra have put in about 5 days’ work. The Website links to the Programme PDF. The paper programme is now expected back from the printers. Everyone’s input greatly appreciated.

Nicholas and Simon aim to have the Leader's Leaflet ready by the end of March. Nicholas is starting Programme Planning Group meetings for 2019 with Tim – Rosie Sinden-Evans and Jan Marshall continue on the PPG. Nicholas welcomes any suggestions on style, content and speakers. Simon volunteered to lead a Music Week, Roo to co-ordinate a Local Week. We also aim to be responsive to Community concerns, such as Rae Gingell's family celebration of Rae's life, on 22nd Feb.

5. The New Othona Bradwell Web Site - Dave & Sandra H-B– preview, comments and suggestions.

Dave gave us a screen guided tour of the new Othona Website, and led us through the Bradwell pages, taking suggestions for minor changes and typos. He expects to have this open very shortly. Information is now being loaded – please email your favourite photos of yourself to Dave to add to the BCC names – he also needs member's areas of responsibility. The new site was well received by all, and will give a new start to Bradwell's electronic communications to all media (phones, tablets etc.) and link with the bookings and data-base systems. The Web Page gives access to the only official Othona Facebook and Twitter sites and to the Virtual Stoep. All should now use these; unofficial Facebook sites using Othona's name give the wrong message, not supported or welcomed by Othona. Many thanks to Dave for his dedication to going live before they move on.

6. Health and Safety – Simon, and Susanne (walk-around see minute 8)

Simon reported that the major expenditure items on the walk around are strategic, to come within capital expenditure, which cannot be progressed until we have accurate reporting on the Charity finances. The exception is the Apple Press building. This is unstable and needs to be taped off now, with a warning sign. **Action – Tim.** There needs to be further consultation with Simon and Susanne about the structural integrity of the building. Its future will be considered as part of strategic asset management.

Simon and Susanne will do another H&S walk-around in the spring.

7. Safeguarding – Tim

Nothing to report.

8. Warden's Report and Strategy update - Tim and Roo.

The report was circulated. There was one question – when will the Wind Generator be repaired? Jonney has contacted the company and contact is being maintained – they are responding very slowly. Susanne, with Jonney, to use our data to monitor and report on the difference of energy usage with and without

the generator. **Tim to chase up** his request for the current cost of going on the grid: Susanne emphasised the Green potential of this option.

Additional point – **Othona Bradwell has been successful in being awarded an Essex Community fund** (Wind Farm) Grant to put in proper Disabled Person's parking bays and safe access pathways – award of £10,000, Othona to add in £3,500 in money or labour. This improves Othona's capital assets, to be accounted for in The Charity. **Tim** to seek three estimates. **Susanne and Roo** to meet the selected builder to work on detailed plans. We expect the work to be completed before the Schools Programme starts.

9. Seeking Trustees, including new Bradwell Finance Trustee (How can we replace Colin?!)

BCC members are asked to be active in using their contacts to assist Othona in finding two finance experts – locally, the emphasis will be finding a successor to Colin Butcher. **Action, all.** Roo will circulate a News-sheet she has used in the local press, Parish and local Quaker publications, for anyone to take as a basis for further distribution of our message. It is not very specific about the Bradwell Treasurer role, please emphasise this.

10. Anything to report to Trustees February weekend.

Budget.

11. Anything else? Please let Roo know in advance. (Future agenda: Summer Season planning, review Work, Worship, study, Play balance and participation; Helper's teams, etc.)

A vote of thanks was proposed for Colin, warmly and unanimously agreed.

12. Dates of meetings 2018:

- Sat 10th March 2-4.30pm, Bradwell Othona.
- **Sun 6th May 2-4.30pm, Bradwell Othona (Change from Sat 5th)**
- Sat 28th July, 2-4pm, Bradwell Othona, Open Committee Meeting, all welcome.
- Tuesday 18th September, 7-9pm, Bradwell Othona. (See agenda item from item 9, BCC minutes September 2017, review Summer Season)
- Note Othona AGM Sat 22nd September.

Saturday 10th November, 9 for 9.30am until 5pm, Bradwell Strategy Meeting at Othona or St Thomas' Church room, venue to be confirmed.