

Minutes of BCC Zoom Meeting 2 July 2020 7pm.

1. **Opening prayer** (7pm) Phil.

2. **Attendance:** Ruth Bull (Chair/minutes) Angie Smith, Phil Martin, Susanne, Kelly, Nicholas Mannoukas, Tim Fox, Debbie Sanders, Richard Sanders, Geraldine O'Grady (attending with a view to BCC membership,)

Apologies: Simon Thompson.

3. **Minutes from BCC 6 June** -any matters arising not on today's agenda - None.

4. **Feedback from Working Group facilitated by Phil on 13 June + see minutes: (7.10pm) - Phil.**

- **Business Planning** (Phil, Tim.) Progressing, Phil and Tim meet again in about 2 week's time.
- **Virtual Community** (Susanne and all) Update from Nicholas on Virtual Summer Programme. Expecting to run Art Week with Ali Tebbs and Jo Harp' with Susanne setting up a "gallery"; Permaculture Week with Richard + EVS; Virtual Othona Flower Show about 10th August organised by Susanne.. Nicholas also progressing ideas with Simon.
- **ZOOM Note:** A business case to be provided by (Phil?) to Angie for purchase of a Zoom license, possible with OWD, so zoom meetings can be hosted by different people, £120/year.
- **Fundraising ideas:** campaign and targeted fundraising. (All.)
Debbie will be sending out the Bradwell Fundraising letter as agreed by BCC, to coordinate with the OWD letter, this weekend.
Angie, Debbie and Richard are registering Othona Bradwell with Total Giving site, best value.
Phil arranging a sponsored event, walking the St Peters Way, others joining.
Nicholas proposed a day of European presentations from the EVS Group - agreed.
- **Opening and Programme 2021** (Nicholas + ideas from all.)
Nicholas is contacting the 2020 speakers to see if they would be willing to lead weeks in 2021 instead.

5. **Othona Energy and Electricity Project and Education Building.**

(7,20 pm)

- **Update** - the Project work is completed except the Wind Turbine.. Kevin Knight, Project Manager, will continue to take steps towards obtaining Planning Permission this. Fundraising is required, but first the Community must raise funds to exist.

- **Financial implications** - Roo gave a brief outline of the expenditure on the Project, as previously reported to the BCC. Final reports will be available, work in progress. Angie confirmed the critical financial position of the Community, following major projects at OWD and Bradwell, compounded by Covid.
- **Service contract and interest payments to Othona Central** - Bradwell will need to generate £87,000 of income above what we normally do, in order to meet expenditure costs including around £15,000 service contracting (to maintain existing and new items and systems including the new Fire Safety systems) and £25,000 to repay the interest on the capital loan from Othona Central funds. Angie said Trustees were talking about restructuring the business, to dissolve the limited company and separate. Roo did not take questions on this as it related to Trustee confidential matters.
- **Celebration ideas/plans** - Not discussed, needs to remain on agenda for post-Covid times.

6. Re-opening Bradwell (Main item, 7.30pm.)

- **Report from Tim, Debbie and Richard, Othona Bradwell Management Team (OBMT)** Sat. 4th July is the first day hospitality venues can open, and Bradwell has plans to do so.
- **H&S and special Covid measures: OBMT + Simon.** Clare, for Trustees, has set out what needs to be in place ahead of reopening. Training, practical arrangements, signage, H&S Risk assessments all in place or in hand.
- **Budget: Angie + OBMT.** The aim is to break even or make a small surplus, due to the seriousness of trying to raise revenue. Angie has provided figures and scenarios on finance, the furlough arrangements for Tim Debbie and Richard can be flexible.
-
- **Communication with members/friends: outreach, guidance for booked visitors.**
- **Running Bradwell when open: team, volunteers, EVS.** Tim will mainly be on furlough, welcoming visitors to his home. Debbie/Richard will have time off furlough to oversee arrangements. The EVS Volunteers will do the Work (mainly cooking, serving plated food.) 22 guests can stay at any one time in no more than 6 family groups with designated toilets/showers
- **Limited programme/other activities.** Paying visitors will arrange their own Worship, Study and Play. there may be opportunities for a limited Programme linked to a Virtual Programme e.g Biodynamic horticulture.
- **Any questions/suggestions.**
- Susanne and Phil had noted a concern about the document from Clare; it says that the BCC are responsible for the operations for safety of guests. This is not the legal position and should be clarified: Trustees have the duty and

overall responsibility, and can delegate operational responsibility. The BCC makes sure all the procedures are taken care of. The Manager takes the decision to open, based on being able to satisfy Trustee criteria. This is now the position. Roo to raise this concern with Clare.

- Susanne asked if there could be a disclaimer stating visitors stay at their own risk. Debbie said she has tried to write one. (**Later note:** Roo suggests Debbie asks Simon if he can advise.)
- Phil proposed the papers on preparations for reopening be dated, with a statement to say any option outside the policy can only be considered by the manager and that the policy will be reviewed in the light of Government updates. Zero tolerance, anyone not complying must leave. Tim to take this forward with Roo.
- Nicholas raised the question of Volunteers. Tim confirmed that volunteering is integral to Othona, visitors will volunteer for outside work such as gardening. If volunteers are required for specific tasks such as office cover, he will invite experienced Volunteers and ensure full compliance with Risk assessments.
- Phil asked if we are prepared to respond to an increase in the R Rate and potential 2nd wave/Covid 20. Tim said we can respond and react very swiftly to Government regulations and shut. Will review daily - but must not lose sight of what we should be doing as a Community.
- Phil offered to help with forward planning such as organising an event for August Bank Holiday, compliant with regulations: possibly camping, big screen + virtual participants.
- Richard referred again to the criteria document to be signed by the Chair, all necessary documents available on the GDrive. Roo confirmed that she has kept Clare informed of progress and that some criteria will be met next week; Clare has confirmed this is acceptable and that she is pleased to confirm Bradwell's reopening. The OBMT confirms that there is nothing yet to be completed that compromises safety. Final Safeguarding training is not possible until next week but no vulnerable people will be staying before then. Phil said he is assured Bradwell is ready to proceed with reopening.
- Day visitors: only those booked in will be allowed, Tim must be able to respond to Track and Trace. Signage deters casual visitors.
- Debbie confirmed there will be a Web link to Covid information, and all those who booked will receive a summary of relevant information.
- As well as the six family units, if people bring tents and have an allocated washroom in the Education building and pay full rates they could do so. The Education building cannot be slept in unless we have an L1b Fire Safety System wired in: cost not in budget, £3.5/4K.

-

7, Communication with Members and friends. (8.30)

- **Newsletter** put together by Maria has now gone out, looks good, thanks Maria.
- **Letters including Fundraising** - Bradwell B, people also encouraged to write to MPs, the issue of taking foreign investment may be sufficiently political. Suggestion of further email to Members. Two emails recently + fundraising one imminent. Roo confirmed emails are appreciated - thanks Debbie. Geraldine suggested use of twitter, has an account and some training, happy to work on this with Debbie
- **Keeping in touch: BCC to personal contacts.** Roo stressed the importance of keeping up 1:1 contacts, encouraging people to stay, BCC members booking ourselves this summer.

8. Safeguarding. No incidents to report. Roo, Geraldine, Tim and Liz to meet as Bradwell Safeguarding Group, Roo to arrange within 2 weeks. There is an Othona Policy, needs local enactment, risk assessments, clear local procedures and reporting arrangements, overview of training.

9. Any other Business

- Geraldine confirmed her interest in joining the BCC and the BCC were pleased to invite her to join them. Welcome, Geraldine!
- Roo to contact Webmaster Gareth James to arrange for Geraldine to be added to BOS Drive.

10 Future meetings-

Open BCC 15th August confirmed, based at Bradwell Othona. This is a full BCC with members in attendance; all Othona Members/friends are also invited. Nicholas had expressed an interest in assisting with a new style of Open BCC to bring in younger people; Phil offered to facilitate the meeting in Workshop style, offer gratefully accepted. We expect a mix of people actually present plus a Zoom connection.

If Tim & Team feel the need for the support of a further BCC meeting during the Summer they will speak to Roo.

Roo + BCC and OBMT members to consider whether a September BCC business meeting would be helpful to review the Summer Season, update on budget and fundraising, start focusing on Business Planning and Programme for 2021. Provisional a Zoom around **Thurs 10th September.**

The AGM is supposed to be Saturday 26th September - all details to be confirmed. No BCC but BCC members attend AGM if possible.

The BCC Strategy Day is scheduled for Saturday 14th November, provisional venue St Thomas' Church meeting room, Bradwell.

9. Closing prayer - Tim.

Meeting finished at 8.58pm.