

CASTLE CAVENDISH FOUNDATION
(the Company)

Company Number 4209702
A Company Limited by Guarantee
Registered in England

**Minutes of a Board meeting held at 1:15 on Wednesday 28 April 2010 at
Tennyson, Forest Road West, Nottingham**

PRESENT:

Sheila Hyde (Chair)	Not for Profit Trustee
June Greenway (Vice Chair)	Co-opted Trustee
Ruth Greenberg	Co-opted Trustee
Jane Hartley	Residents Voice

In Attendance:

Steve Harrison	Accountable Body Representative
Dave Brennan	Chief Executive
Lindy Trzebinski	Corporate Support Officer (minutes)
Steve Codrington	Castle Cavendish Facilities Manager
Anna Maria Ciaurro	Castle Cavendish Finance and Operations Manager

1.0 Apologies

Helen Frewin	Co-opted Trustee
Alan Harvey	Co-opted Trustee
Cllr. Katrina Bull	Public Sector Trustee
Mick O'Regan	GOEM
Dave Tantum	GOEM

2.0 Declarations of Interest

There were no declarations of interest recorded.

3.0 Minutes of Meeting on 22 March 2010

3.1 Accuracy of Minutes

The Minutes were agreed as an accurate record of the meeting.

3.2 Action Table

The Board noted the action table for which all items had been completed.

3.3 Matters Arising

3.3.1 Radford Neighbourhood Plan (4.2). Dave Brennan reported that he had received a reply from Jenny Dearing, Interim Corporate Director of Development, a copy of which will be sent to all Trustees

Below are the main issues included in the letter:

- It was agreed that there was no need to adopt the Radford Plan as a Supplementary Planning Document (SPD) and that current planning policy provides sufficient flexibility against which development proposals can be considered.

- The Radford Plan will be included in the City's Strategic Regeneration Framework. The Council intends to prioritise the sites within the framework; developing and delivering plans for a number of key sites over a five year period. (Dave Brennan added that this could be a good point as, in his opinion, Radford Mill and Forest Mill are key sites).
- An implementation team, which will work in partnership with relevant agencies to drive the schemes forward, will be formed to facilitate the regeneration schemes for the whole city. This will involve the merger of the current regeneration function with planning through an internal reorganisation and is scheduled to take place between May – September.
- Efforts are currently being focused on branding the Radford Plan as a study to inform the development of a city-wide regeneration prospectus and delivery plan.

June Greenway believed that being part of a city-wide scheme would lose the area focus with the city deciding what is fit for taking forward and not ourselves.

Dave Brennan added that the time-frame is also a real issue. It could be some time before all the other plans are ready. Steve Codrington was concerned that enthusiasm could be dampened if resource from the City was not forthcoming.

All agreed that the Radford Plan was a document with lots of lovely ideas, but it needed a stronger approach to drive forward change.

With regards to the Radford Neighbourhood Plan Project Board, there was no mention in the letter as to whether this would continue. Trustees agreed that this needed clarification as they believed the purpose of the Project Board was now to ensure that the Radford Plan is delivered, especially as a lot of time and effort has gone in to compiling it.

In summary, the Board were concerned about the Radford Plan becoming part of a city-wide regeneration scheme. There was a need to drive forward the Plan and ensure partners did the same. CLG have signed off our Succession Strategy and we need to ensure that the City Council continues the process. It was felt that the Project Board should continue and become a "management group" for the locality to ensure services are improved. Indeed, it should be a key mechanism to bring forward improvements to the key sites, but also to act as a group that could work towards improving neighbourhood management and service development for the area, working alongside the work of Steve Harrison, the City Council's Area Manager.

Action: Dave Brennan to respond to the letter from Jenny Dearing to include the points raised by the Trustees during the meeting.

Action: Lindy Trzebinski to circulate the letter from Jenny Dearing to all Trustees.

3.3.2 Business Plan (5.2). Dave Brennan reported that he had now met with all the organisations wishing to tender for the management of Castle Cavendish Business Centre. The tender will be ready to go out by the end of April

4.0 NDC Programme

4.1 NDC Financial Review - March 2010

Dave Brennan circulated this paper and Trustees were asked to note the error in paragraph 3.2: NDC Spend should read £4.49M (not £4.94M).

The report showed that all projects had been completed and relevant payments made. Also, as previously reported, all NDC grant has been utilised. However, since the Board's review of the NDC programme in March a number of internal projects have spent over their approved allocation and as a result of this the latest actual NDC spend is £4.49M, compared to the estimated NDC spend of £4.43M. This overspend will be supported from the NDC reserves and is subject to an audit.

The project report indicated that the installation of play equipment at Bridlington Street had been completed. However, Jane Hartley reported that this was not the case. The area was still fenced off and recently some equipment was taken away as it was wrongly installed. She was concerned that the equipment would not be up and ready for the forthcoming half-term. Trustees were also concerned that Castle Cavendish had been incorrectly informed about the progress of this work which had begun on 1 February and for which funding had been paid in advance.

Outcome: The Board accepted the contents of the NDC Financial Review, subject to the issues around the incompleteness of Bridlington Street.

Action: Lindy Trzebinski to forward the report to absent trustees.

Action: Dave Brennan to contact Groundwork to discuss the unfinished work at Bridlington Street Playground.

5.0 Foundation Issues

5.1 2010/11 Business Plan

Dave Brennan circulated this report pointing out that only a few changes had been made since the approval of the outline business plan in January 2010. The Plan was in line with the Asset Development Strategy and with the 5-year Business Plan submitted last year.

There was, however, one significant change outlined in paragraphs 3.4. and 3.5. A recent reconciliation process has revealed that the NDC reserves are less than reported, and as a result the Business Plan suggests that there is a reduction in the annual NIF grant allocation from £200K to £100K.

With regards to the NDC reserves the estimated amount is now £130K, which is a reduction of £300K from the £430K reported to Board in March 2010. It is thought that the discrepancy was as a result of the “embargo” of NDC Grant which took place in 2007-08 and that not all the funding was claimed back from NDC Grant. The auditors are currently investigating what may have occurred. It was agreed that had the Board been aware last year that the amount of NDC reserves was less than reported financial allocations would have been calculated differently.

Attention was drawn to the Financial Budget (Section 5) of the Business Plan. Dave Brennan added the following comments:

- the properties on Burn Street had only just gone to market and an open day was being held this Friday and Saturday (30 April/1 May).
- the core revenue expenditure had increased by £15K to cover the staff and service costs associated with the transitional period and increase in fees that may be required in the event of a merger.
- There were several things to take into account with regard to the retention on capital schemes of £86,284. Although this figure relates to the last financial year, payments will be made in this year so have to accrue. Some of the payments relate to snagging so this depends when the work is completed.
- the £740,000 for HMO Conversion is dependent on discussions with Nottingham City Council with regard to our future HMO investment approach.

June Greenway felt it was a shame to reduce the NIF amount. The scheme had been a great success in the past and originally we had anticipated an amount of £250K. Ruth Greenberg was also concerned that there was going to be less money for local groups and suggested that funding could be reduced to £150K rather than £100K. Dave Brennan explained that since the retention figure was fixed, the only way of absorbing the reduction in NDC reserves was a reduction in the NIF Allocation. However, he did make the point that the available grant was dependent on how much the organisation can generate from its assets, and whether the £740,000 of HMO investment could be re-negotiated. He also added that capital receipts from the sale of the Burn Street properties are only estimated, at this stage, and could actually be more. In addition, he requested that the Board agree for him to discuss the use of these capital receipts, which at the moment is tied into funding a “rolling programme” of housing conversions. A proportion of these capital receipts could be released to enhance the NIF Allocation.

Although the Business Plan currently identifies a revised figure of £100k, this is not “set in stone”. The Board felt that more work should be done on increasing income and reducing expenditure, and that this revised figure should not be communicated widely.

Sheila Hyde concluded that the Board had major concerns regarding the revised level of the NIF Allocation, but also had concerns about the reduced NDC reserves and the reduced margin between Income and Expenditure. She believed that this financial assessment strengthened the case for further investigation into a merger with other like-minded

bodies. Ruth Greenberg added that she understood that One Nottingham is still interested in facilitating a merger.

In regards the costs, Dave Brennan added that although the anticipated total expenditure is £1.058M, the core revenue expenditure of approximately £132K, still only makes up 12% of the overall expenditure. This is still in line with good business practice.

Steve Harrison left during this item

Outcome: The Board accepted the Business Plan in its current state and asked Dave Brennan to submit an updated copy to the June Board meeting. In updating the Plan, the Board agreed that they would like to see the NIF Allocation increased as much as possible, without affecting the Foundations financial viability.

5.2 Future Grant Programme – discussion on priorities

Dave Brennan reported that the Nottinghamshire Community Fund were anxious to meet the NIF panel as soon as possible, but in the meantime Trustees were asked for their input as to what they believed were funding priorities.

Ruth Greenberg listed the following as priorities:

- Older and disabled people. There are already plenty of funding opportunities for young people, but not so many opportunities for older people.
- Bringing people together from different backgrounds
- Local Projects with proven track record who are finding it difficult to acquire funding due to the introduction of different funding processes. Obviously, they would need to supply evidence, but at least they would stay in the local area.
- Voluntary Community Organisations already in the area, i.e. funding not to be offered to organisations “parachuting” into the area just to request funding from us.

Jane Hartley listed the following as priorities put forward by Residents Voice:

- Community Cohesion, especially through sport.
- The elderly
- Rehabilitation for ex-offenders. Although there was already housing support available this was more to do with ex-offenders integrating into the local community.
- Local tenant groups and small community groups

5.3 YMCA – request for capital works to improve security

The Board were asked to approve the sum of £7,750 for additional security work to the YMCA premises at the All Saints Wellbeing Centre. Steve Codrington explained that the YMCA had experienced three burglaries over the past four months. They had already implemented some security work which they had funded themselves, but were

requesting that Castle Cavendish, as landlords, support additional work which would increase the physical security of the building.

In turn, the YMCA has also agreed to increase their annual rent by £2,000 per year over the next four years resulting in an additional income of £8,000.

Trustees were in agreement with the recommendation.

Outcome: The Board approved the recommendation to fund additional security work to the YMCA premises.

5.4 Governance Framework

The Board agreed to set up a Governance Working Group, to be led by Alan Harvey, to draw up a set of governing policies and procedures to include the following:

- Organisation Structure
- Functions of Chair and Vice Chair
- Role of Company Secretary
- Financial Regulations
- Complaints Procedure
- Trustee Support Policy

Policy recommendations to be submitted to the June Board meeting

Action: Dave Brennan to contact Alan Harvey to ask him to take the lead on this and to provide policy recommendations to the June Board meeting.

6.0 Any Other Business

- 6.1** The Board thanked Anna Maria Ciaurro for her hard work and contributions to the Board and wished her good luck with her new job.

7.0 Confidential Section

See separate minutes.

8.0 Date/Venue of Next Meeting

The date of the next meeting is scheduled for Wednesday 16 June 2010 at 12:30pm

The meeting finished at 2:45pm

Signed by the Chair as a true record:

Dated:

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