

## **Bradwell Centre Committee Meeting Saturday 29th June 2019**

**Place** Othona Bradwell

**Time** 10am - 12,45 pm

1. **Welcome** to Tim Fox (Manager) Simon Thompson, Angie Smith, Phil Martin, Roo Bull (Chair/minutes) Apologies from Susanne Kelly, Nicholas Mannoukas, Katie Miller.
2. **Opening prayer** - led by Simon.
3. **Minutes of meeting 9th March**: already agreed and on the Web, no matters arising not on the agenda.
4. **Warden's Report** - Tim.  
Tim went through the written report and took questions. Points raised were:
  - Communication improvements with the office via Debie are much appreciated.
  - The District Council: Tim brought in the Chair of Maldon District Council, who returned with four senior officers including Head of Planning, meeting with Diosecan representatives. Planning agreement to our approach to the Old Field Hut renovation was confirmed, and Tim engaged in informal discussions on options for renovation of The Bank, including its potential for a 2-level improvement to link to the sea wall for bringing in more people. This meeting established good contacts and communications.
  - Coastal Grants are being established for large and small developments. **ACTION; Angie** will keep an eye on details for bids that may benefit Bradwell and Othona West Dorset (OWD.)

### **5. Feedback from Trustees.**

Angie, Tim and Roo attended the June Trustee meeting. A public precis of actions should be available soon. Matters significant to Bradwell were:

- Tim is taking a sabbatical for 3 months over the summer 2020. He is aiming to travel including USA Wild Goose Festival, and to bring back ideas for Othona, as well as having time for personal reflection and holiday. Debbie and Richard plus Volunteers will cover his work in his absence; Central funds to support D&R are available.

- For each Centre's Capital Improvements, if money from the Centre (The Trust) is required Bradwell or OWD (The Company) would need to indicate that the improvements would be likely to generate around 3-4%, but also noting the non-financial benefits of developments. This is significant to the Old Field Hut - Tim and Angie to produce figures based on anticipated use and occupancy.
- The Trustees are active in ensuring Health and Safety, and Safeguarding policies and practices are in order.
- OWD are heading towards building the Four-Seasons-Studio. BCC members noted the likely cost of around £200,000, applaud the considerable fund-raising achievements and appreciate the widening opportunities this development will offer for Othona. The Bradwell team are working with OWD.

## 6. Using the G-Suite system.

Trustees/Directors and Centres are now using the G-Suite. This is a free system for voluntary organisations. It includes G-mail communications and "Drives" for documents. The BCC now needs to establish its own Drive and each BCC member needs a G-Mail address. We agreed to ask all BCC and Resources Subgroup members if they agree to have a G-mail address and use this system for Othona work. **ACTION - Roo** to contact these members individually. *(note: there are other Subgroups for Strategy development and Programme Planning that may be added later.)*

## 7. Programme 2019 and towards 2020.

For the 2019 Programme Simon has communicated with Nicholas with a suggestion that in future the Programme Planning Group need to be aware of relevant local or national events when arranging topics - there is a near clash between Music Week and Greenbelt Festival this year, of interest to the same people.

Tim confirmed the bookings for summer 2019 so far as:

Week 1, Footsteps of Christians, 16 bookings.. Wk2, Conservation, 19.

Wk 3, Local week, 5. Weekend Camp Do RE Mi , 35. Wk 4, Puppets, 1 family.

Wk 5, Art & Film, 19. Wk 6, Food, 20. Wk 7, Music, 10. Bank/hol weekend 23.

Wk 8, Meditation, 12.

Six of these weeks have 8 additional VAPS for projects and/opr participation in the Programme. Bradwell generally has a number of last-minute bookings.

We are concerned that bookings are low, and discussed possible reasons, and ways to reach out and include more people. Tim is phoning churches etc. Simon

suggested we have a Day Rate for local people, based on overall costs, plus food. **ACTION: PPG (Nicholas) is asked to work on this with Angie.**) Simon will draft letter/poster to encourage local people to join in music week, (*drafts received.*) **Agreed for 2020, PPG** get event leaders do a promotional “puff” and poster. Half-term bookings were high - it is positive to see that this included some individuals who previously came with groups; also, Family Weeks are less expensive.

Angie suggested a call to Members: what would you like to see in the summer to encourage you to come? Reasons for low numbers seem to include uncertainty about Brexit (very few European bookings this Year;) young people coming as non-paying Volunteers. We are aware that OWD are also struggling to fill their summer weeks, and Phil suggested we should use the AGM for some group-work to draw out parallels between Centres for potential shared outreach.

We discussed the value of Othona, compared to the cost of some family holiday package deals - Othona offers something very different in Community. “Groups” book “non-Programme” times and bring valuable revenue, but we should consider bringing in groups in the summer: a) to be integrated into the Community experience; or b) where groups need their own space, to book them in to a summer week and have no programme that week. It was suggested we might disperse the Open Weeks more widely across the year rather than concentrate them all in the Summer Season. Tim noted the difference between the generally quieter and more organised Group Times and the more chaotic Summer Season with lots more active ownership by members: this is what Othona is about, but presents some challenges for the staff team as ever - such as when people have fun in the evenings and leave duties not done, and cups etc. for others to clear up in the morning. Discussion to be shared with the Community, including at the AGM.

## **8. Strategy Updates.**

**Bradwell Local** - new Head Teacher at St Cedd’s school, opportunity for outreach. The renovated Old Field Hut will encourage local use. Cubs and Guides join in Othona activities.

**Note: on Weds 24th July at 4pm Kevin Knight, our Energy Consultant, will be sharing his observations and suggestions for Othona’s future energy options, as part of Energy Day, Locals Week. BCC members and local people invited.**

**Sustainability** - Richard doing well in recycling/composting, better awareness of materials. Simon noted, for summer weekly Wardens, the need for reduction of food waste through sensible purchasing, catering and safe re-use of left-overs.

**Education** - the Education Centre “Hut” is being developed because of our Strategy. Will need basic equipment through advice from Dave Bull and Malcolm Hardy.

**Christian Spirituality** - Rev Steven Poss, Chaplain to local villages and the chapel, comes when he can but is very busy. Richard helps keep the Christian focus. Tim has done some work with the diocese, YMCA etc. We are a “Christian Community that welcomes people of all faiths and none.”

**Reconciliation** - we have hosted some mid-week groups including Women’s Refuge, and helped in relationship building within other groups who stay, and in closer working with OWD.

**Communication** - Open Meetings and early access to minutes after BCC meetings are helping improve communications.

### **9. Budget/Finance update - Angie.**

Bradwell is up £2,860 against a budget of £158 - positive result so far, with good bookings in May. Details are analysed and regularly updated by Angie working closely with Bradwell office. The Profit & Loss to date highlights the increased income from “Groups” which do support the summer, with less for the Summer Programme times, with the challenge of getting out the message of Othona to encourage people to book.

Sincere thanks to Angie for her work on the Bradwell and Othona-wide finances.

### **10. Bult Resources.**

#### **i) the Old Field Hut (“The Hut” for want of a new name.)**

£30,000 of Othona’s Bradwell capital, which is being depleted, but hopefully replaced by donations of which around £800 so far. More needed. Also a £10,000 grant from Essex Community (Wind Farm) Fund. Total project is slightly exceeding the £40,000 target but BCC agreed it is best to build to a high and sustainable standard. Basic build by local builder almost finished; Tevor Darley and Pete Baird to complete cladding, roofing and interior partitioning, by the Summer Season.

#### **ii) Norman Motley Building extension.**

There is full commitment by the BCC, to go ahead with plans to increase rooms and facilities for people with disabilities. Tim and Trevor had a meeting with architect John James. John has been asked for a quote for preparing an indicative price for the development, based on existing plans that have planning permission, with a new interior layout, (Susanne & Roo to input on design.) There is potential for a link to the Solar Building. The whole will require a significant Fund-Raising task with Member commitment, but disabled facilities may mean VAT exemptions and Angie is aware of potential Grants.

## **11. Safeguarding and DBS checks.**

No Safeguarding issues since last meeting. Staff/volunteer training being arranged via Trustees. Roo and Dave Bull (school groups volunteer) to get DBS checks.

## **12. Health and Safety.**

There have been concerns raised about working with asbestos - investigated, all practices are correct and on record.

Trustees confirm the importance of keeping records of H&S practices and incidents.

Simon, our BCC H&S representative, confirmed his intention to work with Richard to review and consolidate all Othona's H&S practices within the next year. These will let Othona Bradwell run, and experience the natural environment within the spirit of the law (Simon is a practising professional H&S officer and we appreciate his input.) We await the signed copy of the shared Othona H&S Policy Statement, to be signed by Trustee Chair Clare Fuller Gough: each Centre then develops its own H&S practices.

## **13 Any other business - none.**

### **Dates of next meetings.**

**Saturday 17th August 2-4.15pm** Open Committee Meeting for BCC and everyone.

**Saturday 21st September 2pm** is the Othonas AGM - Tim will do a Bradwell presentation, BCC support appreciated. There will be the annual shared worship and bring-and -share tea - please see Website for details,

**Saturday 9th November, 9.30am to 5pm-** BCC Strategy Day, please the date free.