

Bradwell Centre Committee Meeting Saturday 7th March 2020

Place: Othona Bradwell

Time: 10am – 4.30pm

Prior to the meeting there was a tour of the new work at Othona for the OEEP energy project.

- 1. Welcome** to Ruth Bull (Chair), Tim Fox (Manager), Simon Thompson, Phil Martin, Susanne Kelly, Nicholas Mannoukas, Richard Sanders and Debbie Sanders (Minutes). Apologies from Angie Smith.
- 2. Opening Prayer-** led by Simon
- 3. Use of G Drive and G mail-** Everyone was happy using the new system and able to access the required drives apart from Susanne. Tim agreed to go through this when Susanne visits at the end of March and she will contact Gareth to obtain her password.
- 4. Warden's Report-** Tim gave a verbal update and took questions. Points raised were:
 - Large amount of work over the last 6 months with the energy project, this is proceeding on time with site handover during the week ending 13th March. The project has exceeded the original budget, but brings Othona Bradwell's infrastructure to a very high standard. This has necessitated planning for fundraising for the wind turbine; and involvement of the BCC in the development of a business plan to increase income going forward.
 - Tim, Clare (Chair of Trustees) and Ruth recently met with Bishop Stephen Cottrell of Chelmsford, the future Archbishop of York,

for a productive discussion. He hopefully will still be able to preach at the 75th anniversary in 2021.

- Tim recently met with staff at St Pierre's School taking all of the relevant information on safeguarding at Othona. They are keen to return but it will be in 2021.
- New EVS have settled in well. Looking at the possibility of funding for 2021.
- The Old field Hut is nearly finished apart from painting and some small additional jobs. Thank you to Trevor for all the hard work.

5. BCC membership suggestions – Currently a strong team but would an additional Trustee be beneficial? Particularly now that Angie has taken on the financial role of Central as well as for Bradwell. It would be useful to have another person with financial skills. **Phil** is going to contact Katie to see if she is happy to still be on the committee or would prefer not to have the additional responsibility. Would be good to have more young members. **Action: everyone** to consider potential BCC members and report back by the June BCC.

6. Feedback from Trustees- Phil reported that the Trustees met at Hillfield Priory 7-9 February due to major work at both Bradwell and Burton Bradstock. A prospective new Trustee attended as well, along with the new Community Secretary Geraldine O'Grady. Focus on what is Othona's role and influence in the wider world. The next meeting will focus on young people and it was suggested that youngsters should be invited to the meeting to ask them what they would like to see happening in the future at Othona.

- 7. Summer Support during Tim's Sabbatical-** Tim will be away from late July to late October. Currently David and Marie Martin have volunteered to help during August. Simon is able to come for music week plus some additional weeks with Sarah, Susanne and Jenne also available for two weeks and Nicholas. Phil offered to come in September and Ruth confirmed that Dave Bull can act as catering co-ordinator. Debbie to put together a sheet for others to fill in availability.
- 8. Finance and Budget-** Angie prepared the budget sheets for this financial year-to-date, it is very tight this year but the final figures have yet to come through. The additional H&S related costs of the energy project are accounted for in the OEEP budget but the recent gate repair comes from the operational budget. The positive promotion of places was discussed for future bookings and it was agreed that a small charge to cover food costs should be made for young people volunteering in the summer. This would be £6/day, in line with the charge that VAP charge volunteers. This would be waived for those unable to pay.
- 9. Coronavirus-** The information given to charities was shared. We need to have a statement showing that Othona is following the current Government and WHO guidelines to minimise risk. There may be a financial effect for Bradwell if people decide not to travel. Simon will write a statement for the website.
- 10. Business planning- Due to necessity of income increase-** Ruth outlined the principle reasons for the OEEP budget overspend
- Increased cost of some essential items as quotation was based on pre-contract prices. Due to the necessity of replacing the original

condemned gas boiler there was not sufficient time to have a full costed quotation, which would have involved additional costs plus the cost of completing these essential works.

- Additional professional building work required after the decision to make the boiler room an integral part of the main building, rather than an exterior building completed by volunteers.
- During the progress of the project many non-compliant wiring and plumbing components were uncovered and required replacing to fit with modern standards.

Committee members were supportive of the work done and agreed that having fully compliant systems here was a huge benefit for the future. It was felt this was necessary work that could not have been foreseen at start of the project. However, this has depleted the Central reserves and it is essential to increase the income at Bradwell. The wind turbine is key for the whole project to give the calculated benefits but we have to look at fundraising to purchase this. Suggestions made for income generation included:

- All year round programme
- Promote Othona as low carbon centre
- Activities to take advantage of coastal park, eco centre, education building, Yurts etc.
- Look at positive benefits of site for specific groups (mental health etc)
- Working in Partnership with like-minded organisations

11. Fund raising of around £110,000 Wind Turbine – Ruth has written a letter for the committee outlining where we are and what needs to be

done. This will go out to the wider membership to start the campaign following comments from Susanne. Phil had suggestions of five grant bodies that support environmental projects and will send these to Ruth. There is a suggestion of carbon offsetting with a calculator on the website for donations. Kate Mulkern has agreed to assist with fundraising work plans.

12. Matters arising from last meeting- It was suggested that we ask Andy Redfearn to lead our BCC Strategy Day in November 2020. This was agreed: Tim to speak to Andy.

13. Programme update- Nicholas is slightly behind with this but hoping to sort the final parts out soon. It was suggested that young people take the lead on the Anniversary event next year and a team is being selected. Jan Marshall is very supportive but has sadly been unwell and Nicholas is considering additional help on the programme team. The committee thank Nicholas for all his work.

14. H&S current position and review- Simon reported that there is a new H&S policy document for the fabric of the buildings, which requires signing off. Simon committed to visiting 6 times throughout the year for a day, this will allow for ongoing H&S monitoring. However, any urgent issues can be reported to him immediately. H&S emphasis is about raising awareness of risk and ensuring that people are aware of the surrounding natural environment. The safety of the straw hut was discussed and it was decided to as a temporary measure to stabilise the roof, possibly by packing with straw bales or using across - Tim and Richard scope out options.

15. Safe use of new plant and equipment- The H&S policy will be reviewed in light of the new plant here once the site is no longer a HSE registered site. There will be operational risk assessments for the new equipment (eg: hot tap for drinks). There is a new key safe for all the keys for the new rooms requiring a Permit to Work. Simon will meet with Richard and Kevin to work on the H&S policy. Tim thanked Simon and Richard for their work.

16. Safeguarding and DBS checks- All the required DBS certificates for staff and volunteers have been checked and recorded apart from one of the new EVS. Richard has completed the online safeguarding course from the Diocese and will present this to the new volunteers. Richard suggested that Safeguarding Levels 2&3 would be useful for certain staff/volunteers to attend and will investigate this.

17. Design for NM Disability-Friendly Building extension- Due to the financial constraints from Central the funds for this will have to be raised independently either by fund raising or finding suitable partners. Susanne presented an interim idea of converting NM room 3 into an accessible room with an ensuite bathroom and updating the current accessible bathroom. The current plans for the new extension were examined, Susanne suggested that possible partners might want to work on the internal design so the planning permission should just cover the building shell for flexibility. Roo advised of the importance of the design being fully disability-friendly to meet our ongoing needs. This should attract lower VAT and encourage fund donors. The outline figure is £300,000 for this project. If the wind turbine is linked with this disability-friendly project, it may be possible to get VAT at 5%. Susanne was keen to go

ahead with the sound deadening tiles for the Dining room and suggested that using a targeted approach people could be asked to sponsor a tile. We may include a hearing loop within this.

The suggested projects were

- Tiles
- Conversion of Room 3 and Accessible bathroom
- Combining Room 3, Accessible Extension, wind turbine and water treatment upgrade into one large project with the turbine coming first.

18. Final reflections- The impact of the proposed Bradwell B site was discussed. The plans show surrounding farmland included in site, the original documents relating to the farm sale need to be checked to see if there might be compensation. This new site will have a large impact on the surrounding environment, however it was agreed this should not stop us continuing as planned here.

Dates of next meetings

Saturday 6th June 10am-12.45pm, Othona Bradwell

Saturday 15th August 2-4.15pm- Open Committee meeting, Othona Bradwell

Saturday 14th November 9.30am- 5pm- BCC Strategy Day, Bradwell.