

# NORTH HIGHLAND CANCER INFORMATION AND SUPPORT CENTRE, SCIO (SC048935)

**Your local drop-in centre for those affected by cancer**



5A High Street  
THURSO  
KW14 7AG

**DATE:** Monday 7<sup>th</sup> November 2022  
**TIME:** 11.00 am  
**LOCATION:** Cancer Support Centre

## **Committee Meeting MINUTES**

### **Attendees:**

Isobel Marshall (Chair)  
Margaret Mackay (Sec)  
Linda Sutherland

Jean Dunnet (Dep Chair)  
Malcolm Clark (Acting Sec)

Frankie Murdoch (Treasurer)  
Barbara Cormack

### **Apologies:**

Joan Mackay

1. **Welcome.** The chair welcomed members of the committee to the meeting.
2. **Power Supply for the NHCISC.** Barbara informed the committee that she has been discussing our future energy price tariff with Rebecca of Total Gas and Power. She stated that they could offer us a 12 or 24 month contract at competitive rates but the actual pricing was not available just yet. Barbara will advise the Committee of the rates as soon as she has them. Margaret suggested that the revised contract should include monthly bills rather than 3 monthly.
3. **Checking of heaters by volunteers.** Some weeks ago Malcolm had come to the Centre on a Wednesday for a Men's Group Meeting. On entering the kitchen

he had become aware that the heater had been left on. It transpired that this may have been left on from the previous Thursday. Margaret has updated the notice for volunteers in regard to closing the Centre and will display copies on the front and back doors and leave a copy in the diary. Margaret also reminded the Committee that the main lounge and the therapy room heaters were on timer and others were operated manually. It was the manually operated heaters that were likely to be switched on and forgotten about.

4. **Christmas lunch on 9<sup>th</sup> December at Castletown Hotel.** Malcolm provided a copy of the menu for the Christmas Lunch at Castletown. The Committee approved the menu and agreed to proceed with the booking. The menu along with a list of names and menu choices will be left in the lounge. There will be a charge of £10 for the lunch (2 or 3 courses) and the Centre funds will also include a complimentary drink. Each member will be allowed to bring one guest who will also pay £10. Bookings for the lunch will close on Monday 21<sup>st</sup> November 2022.
5. **Date of next volunteers meeting.** There will be a Volunteers Meeting at 12 midday on Tuesday 17<sup>th</sup> January 2023. This will be for a general discussion on how the Centre is doing and to discuss how we may do things better. This will be followed by a light lunch in the centre to thank them for their hard work and commitment throughout the year.
6. **Closing and opening date for Centre at Christmas/New Year.** The Centre will close after business on Monday 19<sup>th</sup> December 2022 and will re-open on Monday 9<sup>th</sup> January 2023.
7. **AOB.**

7a. **Update on Macmillan meeting with Ben Mudge.** Malcolm reported to the Committee that his recent meeting with Ben Mudge of Macmillan Cancer Support confirmed that the proposal to fund employed staff at the Centre had been agreed in principle. Ben stated that we are in the pipeline as a recognised project but still there is nothing guaranteed. He further stated that there are two types of projects 'must have' and 'desirable' my words. We are top of the 'desirable' projects. An estimated approval date is expected in the second quarter of 2023 which is between April and June.

If the go-ahead is agreed then we shall need to complete a Macmillan Investment Application Form (MIA) and Ben will work with us on the submission. The project is moving in the right direction. Our concerns should be that it may not come to fruition and even if it does it could be late summer before we have Macmillan funded people in post.

Malcolm informed Ben that we may need to employ someone on a temporary contract as we cannot wait indefinitely. He understood our situation and raised no concerns to this possibility.

The Committee agreed this was the right way to proceed and would look to an initial contract of 6 months for a temporary office manager. The Committee will consider how the last person was employed at the Centre as contracts, salary, National Insurance, pension and other employment issues need to be considered before we can proceed to recruitment. It is hopeful that a meeting can be held next month to discuss progress.

8. Date of next Committee meeting will be confirmed in the near future.
9. There being no other business the meeting concluded at 1140hrs.

Malcolm Clark  
Acting Secretary