**Minutes of Broomhall Centre Board meeting**

**Tuesday 3rd July 2018**

**Present:** Jillian (Chair), Pete (minutes), Jeremy, Mavis, Maggie

**Apologies:** Duncan, Ian

**Minutes of April meeting:** Agreed

**Matters Arising**

* **Boys Club:** Duncan has reported that the Boys Club has got a H&S policy and the leader is DBS checked. St Marks are now paying the rent. Gillian to confirm with Duncan that we wil now be charging 2.5 hours to allow for set up and clean up. This is negotiable.
* **Cinema:** No news yet from discussions with Our Mel.

**Building**

* **Building work:** Still not completed. Re-plastering, keys and some decoration still needed. No completion date agreed. Jack, Jillian and Jeremy continue to harass them and have a detailed snagging list.
* **Windows:** Council is planning to fit new windows in the autumn.

**Finance**

* **Audited Accounts:** No free accountant identified. Jeremy to request VAS to do the work. They charge abut £300.
* **Balances:** £23k in the bank at present. We have lost about £4k income during the renovation work. However, most users have come back or are planning to after the summer.
* **New users:** English Pro Plus – English language school have now signed up for regular weekly sessions.
* **NEST Pension:** Jeremy and VAS will sort this week.

**Policies**

Progress reported on these:

* **Safeguarding:** Draft agreed. Jillian to ask Duncan if he will act as Safeguarding Link Person (SLP).
* **Data Protection:** Draft Agreed with minor changes. Jeremy will revise.
* **Volunteering:** Maggie’s draft agreed as in the right direction. Some amendments needed. Maggie to complete and send in.
* **Lettings:** Discussed. Maggie to make a new draft following discussion. Policy and Agreement to be separated out. Policy to cover principals while agreement spells out details.
* **Equal Opportunities:** Pete to identify what we already have and pass it to Maggie. Maggie has taken on revision and updating for next meeting.

Jeremy agreed to reformat all agreed policies to standardise look. All policies to be kept on the main Google Drive (***Governance/Policies/…***) and updated in July 2020.

**Funding bids**

* **Garfield Weston – Capital**: Bid submitted. We should know if we are in the running by the end of the month. Kitchen estimates will then need full detailed review.
* **Ward Pot:** (class room decoration) Nessa Miah (Locality Manager) has not got back to us. Pete to chase up.
* **University:** (homework club) Abdi is negotiating with the new vice chancellor to get funding onto a regular basis. Jeremy to update on progress next month.
* **Taster Arts Project:** Funding successful. 3 sessions this holiday and one next term.
* **Southall Trust:** (Chair-robics) Jack and Jillian to discuss progress.
* **Youth Activity:** Buzz has been successful in raising £50k for local activity. It seems that Buzz will lead on all of these. Jillian to liaise with them to see what, if anything, can be developed at the centre.

**AGM event**

Some initial discussion. Suggested we do something on 23rd October involving Majid (Lord Mayor). More details to be agreed at the next meeting.

**Future meetings**

Back on the first Tuesday of each month.

* **Board: Tuesday 7th August at 5:30**
* **Board: Tuesday 4th Sept at 5:30**
* **Board: Tuesday 2nd Oct at 5:30**