**Minutes of Broomhall Centre Board meeting**

**Tuesday 3rd December 2019**

**Present:** Jillian (chair) Maggie, Pete (minutes), Ian, Andrew, Duncan, Mavis, Jeremy

**Apologies:** None

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| **Minutes 5th October**  Conversation Club: Sentence should read “Has had to be suspended till January as the club needs a SAVTE volunteer to be available.”  Otherwise agreed.  **Matters Arising**   * Miriam Schechter was appointed from a good field of candidates. She started work on 20hrs per week last week. * Jeffery Feetham has stopped volunteering with us. * The upstairs room has now been let to Link Learning. They will be using it as an office base for 2 people. Rent £200 pm. * Cinema went well with an audience of 40 people. * Joint Admin worker bid: Agreed to defer this. Andrew to write a proposal for us to consider.   **DBS checks and safeguarding**  Duncan raised the issue with reference to old documents relating to the Homework Club. Agreed that the revised safeguarding policy is correct (**BHC Safeguarding Policy 2019-09.docx**) and supersedes all earlier and club specific versions).  Three actions remain to be improved:   * **DBS Checks**   We must see these for all staff and volunteers deemed to need them but we do not need to hold copies. Agreed that Jillian will keep a record of each DBS certificate with other personnel papers for general volunteers and staff. Emily to be asked to keep the same records for HW club volunteers. Data to be kept: Date issued, Disclosure number, Level, Date seen. HW club DBS records to be shared with Jillian at least once per year (at end of Autumn term).  Duncan to go through details with Emily and ensure that records are being kept.  It was noted that we have seen Miriam and Emily’s certificates.   * **Safeguarding Notice**   It was agreed that we should have a prominent notice informing all users of safeguarding requirements. Duncan is our safeguarding officer so an email address is required so users can contact him. To ensure anonymity Jeremy to set up a specific safeguarding email address for this contact.  Pete to design a poster based on the old HW club one.   * **Policy**   There is a need for the policy to be more accessible. Miriam to put it up on the website.  **Finance**  **Annual Accounts**  VAS has provided us with draft accounts for April 2019. Pete and Jeremy highlighted the following points:  We made a surplus on Unrestricted funds of £6,707 making reserves of £22,782.  Our reserves policy is now to keep 6 months basic costs (£15,000).  We carried forward £26,860 restricted funds. This was mainly Garfield Weston funds which we were part way through spending, and which have resulted in us now having restricted capital assets.  VAS have had to include in their statement the continuing matters of concern they reported last year.  The accounts were accepted but there is concern over the matters of concern statement which does not reflect the remedial actions we have already taken. It was agreed to add the following paragraph to the Directors’ report to cover this:  *“Last year’s accounts (2017/2018) reported some financial matters of serious concern. Those accounts were only examined very late in July/August 2019 resulting in VAS alerted the Board to the problems they had identified. The Board took urgent action on the issues putting robust systems in place by September 2019. The previously reported concerns continued during the year to April 2019, as reported by VAS. The actions taken in September 2019 mean that these concerns will not continue after that date.”*  The VAS letter to the Charity Commissioners was noted.  We went through VAS’s Procedures Review which largely reflected last year’s issues.   1. Quickbooks: this is in hand. Training is currently taking place. 2. Bank Mandate: still being resolved – will be picked up in the Finance Sub Group (FSG). 3. Transaction authorisation: New system now in place. 4. Bank Reconciliation: Improvements will be fully implemented with the new version of QBs. 5. Trade Debtors: Agreed to review these monthly in the FSG. 6. Cash Records: Jeremy will go through procedures with Miriam. 7. Expenses: New system now in place. 8. Wages: New system now in place, Jillian manages this. 9. Gift Aid: Not yet resolved. To go to next FSG. 10. Going Concern: the Board regularly hears the state of our finances and the treasurer provides us with a forecast for the rest of the year. Agreed that we should have a more developed budget for next year covering unrestricted funds.   Jillian signed the check list, Jeremy signed the adjustments sheet. Jillian will arrange with VAS to sign the final version of the accounts to ensure submission to Company House and Charity Commission before the end dates this year.  **QB Training:** Training session has been postponed due to various illnesses. Taking place next week. The new version of QBs will be used after that.  **Finance Sub Group:** Next meeting 9th December at 2pm.  **Bank Balances:** Jeremy report as expected. No new issues.  **Funding**  Pete to liaise with Miriam, Jeremy and Emily to arrange the next meeting of the Funding Subgroup.  **AGM**  Now fixed for **Thursday 23rd January at 7:00pm** (apologies for having the day wrong on the agenda for today’s meeting.)  **Future Meetings**  Board meetings:   * **Tuesday 7th January at 5:30pm** * Future meeting dates to be fixed at the AGM   AGM:   * **Thursday 23rd January at 7:00pm** | **Action**  Andrew  Jillian  Emily  Duncan  Jeremy  Pete  Pete, Miriam  FSG  FSG  Jeremy  Jillian  Pete |