**Minutes of Broomhall Centre Board meeting**

**Tuesday 7th January 2020**

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

**Apologies:** Jeremy

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| **Minutes 3rd December 2019**  Agreed  **Matters Arising**   * **Joint Admin Funding proposal:** Andrew is continuing to develop the idea – to consider next month. * **DBS Checks:** Jillian is still working on the log. Duncan will talk with Emily about the details. * **Safeguarding email address and notice:** all done, put on web site and notice displayed. * **Finance:** Accounts signed and deposited with Charity Commissioners and Company House.   **Staff**  Miriam has been given a long term contract following 6 week trial period.  **Finance**   * **Bank signatories**   Jeremy is still trying to resolve the bank signatories issue we have. To assist this process, we reviewed possible historic signatories we are still in contact with. It was noted that Mavis, Maggie and Catherine Brazier may have been or may still be signatures on the Co-Op account. This meeting gave authority to all/any of these people to give the bank permission to talk with and revise signatories and any other account related matters with Jeremy Richie or Pete Sacker.  Once issues are resolved we will update signatories list which should include at least Jeremy, Jillian, Duncan and Miriam. Two signatures to always be required. No change to on line requirement are needed.   * **Finance Sub-Group**   Minutes noted.   * **Gift Aid**   We are now registered and able to claim Gift Aid. Jeremey and Miriam have a new Gift Aid form to use when large (over £30) donations are made. New rules mean that we can claim on small donations without recording individual details. Pete to look into how much this facility can be used and report back.  **AGM**   * **Publicity:** Miriam is sending invites to all members and publicising on the web and with leaflets. Jillian to contact St Marks, GoGs, Councillors etc. * **Refreshments:** just tea and biscuits * **Accounts:** Pete to ask Jeremy to consider a presentation which summarises the accounts. Full copies to be available for anyone wanting them. * **Chair’s report:** Draft report considered. Board members to pass comments to Jillian **by 18th Jan**. * **Speakers:** Jillian and Miriam to ask all user groups if they are willing to talk about their groups at the meeting. * **Membership:** Ayan to be asked to resign. Jillian to talk with various people about joining including Margaret Phipps, the Ahmeds and Annie Anthony. * **Induction:** Agreed we should have a half day session for all Board members. Date to be decided following election of the new Board. Pat Cochrane is willing to join the induction event to advise on fund raising. Pete to put together an induction pack for new members including Worker Job Description, Articles, Finance etc.   **AOB**   * **Overnight bookings**   Jillian reported that two groups have requested overnight bookings. After some consideration both were agreed. The groups must be made aware of noise restrictions and must carry out a full risk analysis for their events.   * **Council Ward Pot**   We have been asked to accept a grant of £1,500 toward the cost of a summer Broomhall Carnival type event. Agreed that we will accept the payment, but this does not mean that BHC will organise the event. We are keen to be part of it but only with other organisations in the area. Agreed that Jillian will take the idea to GoGs to consider. She will also make our “limited” position known to the Ward Pot manager.   * **Drug Dealing**   Ian reported that there it is suspected that there is currently regular drug dealing in the car park at the bottom of Broomspring Lane. A red and a black car are involved. Members asked to keep an eye out for this activity.  **Future meetings**  Board meetings:   * Future meeting dates to be fixed at the AGM   AGM:   * **Thursday 23rd January at 7:00pm** | **Action**  Andrew  Duncan  Pete  Miriam  Pete, Jeremy  All  Jillian, Miriam  Jillian  Pete  Jillian |