

Broomhall Centre “Away Day” Notes

16th March 2020

Present: Pete, Jillian, Rafik, Jeremy, Farah, Ruth and for COVID-19 discussion: Polly, Tony (HERB), Rosie Chitty (Jesus Centre)

Apologies: Ian, Maggie, Mavis, Duncan, Emily

Introduction

We all did a “get to know each other” exercise. Good to learn more of our histories.

Duties of Board members

The Charity Commission “The Governance Jigsaw” was used as a starting point to discuss the board’s duties and the rights and roles for non-board members in relation to governance.

We reviewed the centre objectives:

“3.2.1 to promote the benefit of the inhabitants of the Broomhall district in the City of Sheffield without distinction of sex or political, religious or other opinions by associating the local authorities, voluntary organisations and inhabitants in a common effort to advance education;

and

3.2.2 to provide facilities in the interest of social welfare, or recreation and leisure time occupation with the object of improving the conditions of life of the said inhabitants, to establish or to secure the establishment of a community centre.”

Our lack of basic grant aid support has meant the centre needs to raise income from lettings, but the most lucrative lettings often come from outside of Broomhall. The Board must always balance income generation against our purpose of working for Broomhall.

We emphasised the need for all Board and others to be vigilant to ensure the centre is run for the benefit of Broomhall and not just some individuals or sections of the community.

A summary of CC3 was distributed which includes links to even more detail on the Charity Commission website.

COVID-19 and the Community

Polly raised the question of what can the BHC do to support people during this crisis. We had a wide-ranging discussion which included noting other initiatives being taken. Concern expressed that we do not try to offer more than we can do properly. Agreed that we should start by offering our (limited) phone contact and the facility to print.

Pete to make contact with the local Facebook Group “Broomhill, Broomhall and Sharrow Vale COVID-19 mutual support group” and report back.

COVID-19 and the Centre

We have already had most regular groups cancel and there is a good chance that the centre may have to close for all activities in the near future. We agreed that we should stay open for as long as we are allowed. Within this context the following was agreed:

Homework Club: We will continue to run this while schools remain open and Emily and sufficient volunteers are willing. **Post meeting note:** schools now closing at end of week, Emily will come in on Thursday 19th to inform any children who come and offer on-line support if possible.

Women's Health will be kept open this week with the instructor being paid. Future weeks will depend on how the users, Saima and the instructor consider it safe. Chairs to be widely spaced. **Post meeting note:** Saima informed attendees and session did not run, cancelled till further notice

Cleaning: Jillian to talk with Patrick about his safety and supplies of Detergent. Rafik to contact Cordant to ask their cleaners to put toilet paper in dispensers. We will not attempt deep cleaning but instead will put up a notice warning users to wash their hands and not to assume surfaces are clean. We will ensure that there is plenty of soap in the toilets.

Finances: Loss of income will be severe but at this stage the exact figures are difficult to calculate. Very little spending is discretionary, salaries being the only area for flexibility. No decisions to be taken till the position is clearer so to be discussed again for our April Board meeting.

Homework Tutor: She is paid from (semi) restricted funds so for the moment there is no issue. Her position to be kept under review.

Centre Manager: We will continue to employ at present. Jillian and Rafik to discuss how best to use his time if the centre is not dealing with many bookings. His position to be kept under review. **Post meeting note:** Jillian has discussed with Rafik and he could manage on reduced hours and wants to stay working for us.

Cleaner: Not discussed but must also be kept under review. **Post meeting note:** Jillian has met Patrick and said he can continue for the time being. There is little cleaning to do as Centre hardly being used. He will do additional cleaning – e.g. windows which he doesn't normally have time for

Noisy/ Messy parties

We have recently had two "Christening" parties that has resulted in significant mess and complaints about noise. We currently have more than 7 similar events booked including two this weekend. After some detailed discussion the following was agreed:

Parties this weekend: should be allowed to go ahead as planned. Jillian to ask Patrick to "stand by" to do major cleaning on Saturday and/or Sunday in case they leave a mess again. Neighbours have been warned of potential noise and the bookers will be reminded of cleaning and noise responsibilities.

Future parties:

- Booking will only be till 11:00 with an hour for cleaning up afterwards.
- Deposits increased to £400
- From June we will only allow 2 parties per month.
- If there problems again with this weekend parties, we will cancel bookings for the future events.
- Rafik to inform people who have booked the future parties.
- **Post meeting note:** in view of Gov't guidance that people should not gather socially, Rafik will phone the people who have booked for Fri & Sat this weekend and inform them that the Centre is open and we will let them go ahead but they need to be aware that they have been advised not to by Gov't and we will refund the booking fee and deposit in full.

Dishwasher

Jillian reported problems with the existing machine and recommended replacing with a good quality domestic machine. Agreed. Rafik to make further investigations for a suitable high-quality purchase.

Jesus Centre

There is a chance that the Centre may be looking to move some activity to the BHC. In principle this would be fine but we will need to discuss details with them as and when their plans develop.

Future Board meetings (reminder)

We will continue to meet at **5.30pm on Tuesday** evenings

Post meeting note: could we do this using Zoom? Important we keep in touch even if not able to meet face to face.

- **April 7th**
- **May 5th**