

## Minutes of Broomhall Centre Board meeting

Tuesday 7<sup>th</sup> April 2020

### Meeting took place using Zoom because of the COVID-19 lockdown

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

**Apologies:** Mavis

The meeting started with a roundup of how we are all getting on with the lockdown. Jillian is still regularly going to the centre. No major problems yet. Mavis is self-isolating and does not have internet so will not be able to join meetings at present.

### Minutes 11<sup>th</sup> February

Agreed

#### Matters arising from 11<sup>th</sup>

- **DBS Checks:** Work on these is currently suspended. Jillian is awaiting information from Emily. Duncan will talk with Emily about the details.
- **Bank Signatures:** These have now been successfully changed. See Finances section for details.
- **Coding Club grant:** SYCF has formally agreed a grant of £5,000 for this. Pete has written to thank and to say there will be delay in implementing.

### Notes of Away day 16<sup>th</sup> March

Agreed

#### Matters arising from 16<sup>th</sup>

- **Noisy/Messy Parties:** Jillian reported that the “Christening” party had gone ahead on the Friday and had left substantial mess, which was cleaned by Jillian, Jim and Rafik. We have now had 5 similar events, three of which resulted in a lot of noise and mess. We cancelled the Saturday booking and the 7 future requests for similar parties because of the Covid crisis.  
We discussed what to do about requests for parties. No final decisions were made as we need to find out more information and consider alternatives while the centre is closed.  
We are concerned not to have a blanket ban on parties or to exclude any ethnic group. Each party is individually booked but all organisers seem to know each other.  
The away day considered increasing deposit to £400 but this is considered too high for many of our priority users. Once suggestion is to make it just £400 for individuals not living in (or possibly “associated with”) Broomhall.  
We are seeking further advice from others who work with this community.  
This matter to be discussed again at our next meeting.

### COVID-19 Response

- **Bookings:** All bookings have been cancelled. Some groups have left their rent/deposits because they definitely want to come back but some have taken

## Action

Jillian, Duncan

All

their money back. Link Learning are not using their centre office and we are not charging them rent. Jesus Centre have moved their Food Bank to the centre every Monday. Jillian is checking the centre.

**Post-meeting note:** The Monday Foodbank will also operate on Thursday mornings for deliveries/donations/preparing food parcels only. Rafik is volunteering at both sessions and has continued to do printing for the local Covid Mutual Aid group.

- **Staff:** Patrick and Rafik have been “furloughed” from 1<sup>st</sup> April. This means they are not expected to work and will be paid 80% by the government. Rafik is volunteering at the food bank twice a week, which means he can pick up post and alert us if he sees any problems at the Centre while he is there. Emily is continuing to be employed. She is working with a limited number of Homework Club members by phone and internet. She Has linked up with Sahra from the Girls group who have set up a Wats App group. Concern re Safeguarding of young people and her own safety as she has had to give out her private number was raised. Duncan to discuss concerns with Emily.
- **Finances:** The centre has reduced all overheads as much as possible. There is no income coming in now. We have applied for the Small Business Grant, but we are unsure if we will be eligible. We will have to use some reserves to meet costs we cannot cancel.
- **After Covid-19:** Agreed that it was too early to consider this as national policy is not yet decided.

Duncan

## Finances

- **FSG meeting:** Minutes of the meeting noted.
- **Invoicing/QBs:** All historic invoicing has now been done. Invoices up to the end of March have been sent. We now have an agreed method for dealing with internal transfers to meet SORP requirements.
- **Co-Op Mandate:** The new Co-Op mandate has been set up and mainly actioned. Jeremy is the main contact for all correspondence. The following are descriptions of different roles and then who has them:
  - **Signatories:** Any two can sign cheques and alter their and others’ bank mandates.
  - **Authorised users:** If they do not have Online banking or a debit card all they can do is access the account **by phone** (but not make any payments). They cannot sign cheques. So pretty useless. With Online Banking they can do pretty much anything except the points identified above. They can also have a debit card and withdraw up to £500 a day.
  - **Online Banking:** Anyone given access can spend any amount of money online. The bank will not set upper limits.

We have currently got these rights:

- **Jeremy:** Signature and Authorised User with Online Banking (no debit card)
- **Pete:** Signature and Authorised User only (so only useful for cheque signing and telephone issues)
- **Jillian:** Signature and Authorised User with Online Banking and Debit Card.
- **Mavis:** Remains a signatory only.
- **Rafik:** Signature, Debit card, no online access.
- **Catherine Richardson:** Remains a signatory only

The FSG agreed that Pete should request the following changes:

<ul style="list-style-type: none"> <li>• Catherine to be removed from the list.</li> <li>• Rafik to be additionally given access to Online Banking.</li> </ul>	Pete
<ul style="list-style-type: none"> <li>• <b>Banking controls:</b> We are concerned that internet banking does not have any controls to stop one person being able to withdraw any amount of money. Pete to discuss options with the bank. Ideally, we would like small amounts to be without a second signature (say £200) but larger amounts to require a second person’s approval. If this is not possible, we should consider having a separate savings account which drip feeds the main account. Current controls are that workers are only allowed to withdraw up to £50 without signatory approval. The FSG reviews the bank statement each month. These controls are no automatic.</li> </ul>	Pete
<ul style="list-style-type: none"> <li>• <b>2019/20 Accounts:</b> Jeremy has said he is working on these. VAS will do an initial inspection without papers. Pete and Sarah will agree a way of getting any required papers to her.</li> <li>• <b>Fund raising:</b> SYCF grant of £5,000 for the Coding club received. Following the meeting Pete has established that the £480 grant is from the Ward Pot and should be used for the coding club. £1,504.18 grant is also from the Ward Pot and is for a Broomhall Summer Festival. We are asked to hold this money to be used by the youth committee of GOGs. Previously it was noted that a deposit of £432 was not identified. It was for the project “There is no Planet B”. The fund has been passed to the project.</li> </ul>	Jeremy, Pete
<b>AOB</b>	
<ul style="list-style-type: none"> <li>• <b>Hanover TA:</b> Andrew reported that they are currently becoming a CIS. This requires them to nominate an organisation to receive the TA’s assets if it winds up. They have nominated the Broomhall Centre.</li> </ul>	
<b>Future meetings</b>	
We will continue to meet at <b>5.30pm on Tuesday</b> evenings. The next meeting is likely to be via Zoom again. An invite to join will be sent.	
<ul style="list-style-type: none"> <li>• <b>Tuesday May 5<sup>th</sup> 5:30</b></li> <li>• <b>Tuesday June 2<sup>nd</sup> 5:30</b></li> </ul>	