

Minutes of Broomhall Centre Board meeting

Tuesday 5th May 2020

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

Present: Jillian (chair) Maggie, Pete (minutes), Ian, Margaret

Apologies: Mavis

The meeting started with a roundup of how we are all getting on with the lockdown. Jillian is supporting the Food Bank at the centre. Everyone is well.

Action

Minutes 7th April

Agreed

Matters arising

All dealt with on the agenda

Staffing

- **Emily:** She is supporting three children directly and is working with the Girls Group WhatsApp. She has set up a Homework Club WhatsApp group. Duncan has agreed to take on her regular supervision. Potential issues with giving access to her phone number have all been resolved.
- **Rafik and Patrick:** Both furloughed. VAS have made the application for the furlough grant which should just appear in our bank account.

Duncan

Finance

- **Bank account access:** Pete reported that he has had a number of conversations about increased security with more access without reaching a satisfactory conclusion. He has now written to the Co-op bank to seek a solution.
- **Treasurer:** There is now serious concern that Jeremy seems to be unavailable. Jillian to write to him emphasising the need to keep in touch. She and Jeremy to consider whether he should step down as treasurer. Margaret is willing to take the treasurer role on but is concerned about the workload. It should be manageable if Ruth Oxley (volunteer) does the invoicing and bookkeeping.
- **Annual Accounts:** VAS is ready to examine the accounts. They will like papers to be delivered by the middle of the month. Pete to organise with Jeremy.
- **Business Support Grant:** We have applied and been turned down for this £10k payment. However, Cllr Johnson is willing to help push the case. Pete to write to him.

Pete

Jillian

Pete, Jeremy

Pete

Private Bookings

Because of some serious problems with recent party bookings we agreed the following change of policy:

- Private party bookings will only be accepted from people who have strong local links to Broomhall.
- Organised constituted groups can continue to make booking for events including fund raisers.
- Any person or group that leaves the centre in an unsatisfactory state will be

banned from making future bookings.

Post Covid-19 planning

We had an initial discussion about possible activity once the lockdown is reduced or ended.

- **Food Bank:** The centre is acting as a distribution point for the S6 food bank. At present we have given them free use of the centre and they are keeping stock here for sorting (Thursdays) and distribution (Mondays). We are unsure of what they are considering for post virus. Jillian has told them that we can consider continued use. However, we need to be aware that they usually have free use of premises and they would not have the space to store stocks that they currently have.
- **TrapTaste:** This is a start up catering business that would like to use our kitchen to cook. They would then deliver the food. They would like to start now. Agreed that this may work well but would not be allowed by the Council at present. If allowed, we would need to consider how to organise things with the food bank and social distancing.
- **Homework and Coding clubs:** We are sure that there will be a major need for these to help children who have missed or have had limited home schooling to catch back up. Suggested that the clubs may be able to get additional grant to support this. Pete and Emily to discuss.
- **Other groups:** Some are small enough to meet in the centre while socially distancing but we are at present unsure which will want to come back and under what terms.

Pete, Emily

Future meetings

We will continue to meet at **5.30pm on Tuesday** evenings. The next meeting is likely to be via Zoom again. An invite to join will be sent.

- **Tuesday June 2nd 5:30**

All