

Minutes of Broomhall Centre Board meeting

Tuesday 2nd June 2020

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

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

Apologies: Mavis

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

Minutes 5th May

Agreed

Matters arising

All dealt with on the agenda

Staffing

- **Emily:** Duncan has now taken on her supervision and management. She is working on the phone with some members of the homework club. She is also involved in the WhatsApp group with the Girls group. It was noted that she is now using her own mobile phone so the young people have her number. This has not caused any problems. Agreed to continue to employ her for her full hours.
- **Rafik and Patrick:** Both furloughed at present. The rules have now been changed so we can consider options. This link takes you to a useful description of the changes:

<https://www.moneysavingexpert.com/news/2020/05/government-announces-furlough-scheme-changes---what-you-need-to-/>

Key points: From July people can be employed part time (we pay full normal wages for hours worked). Financial support tapers down. August we pay NI and pensions. September we pay 10% of wages. October we pay 20%. Currently set to finish then.

We consider that there is an increasing need to do a little cleaning and we need to start considering how the centre will be used as the restrictions are lifted.

Agreed that Jillian will discuss what is needed and how much time that will take for each to do the urgently required work. Once costed to be reviewed and decided on in time for July.

Finance

- **Treasurer:** Jeremy is alright but is isolating during the shutdown and has been unwell, so he has not been doing any work on the finances. Jillian has visited and talked with him. He has agreed to step down as treasurer after a stint of three years. The Board expressed thanks for all his work on this and we were pleased to note that he continues to be willing to support the centre generally and the Homework and Coding clubs in particular once they are up and running again.

Action

Jillian

| | |
|--|----------------|
| Margaret has volunteered to take on the Treasurer duties. She was thanked for that. | Margaret |
| Pete will try to meet with Jeremy to arrange the passing over responsibility for Bank, QuickBooks, Diary and anything else that went with the treasurer role. | Pete, Jeremy |
| <ul style="list-style-type: none"> • Annual Accounts: Pete is completing work on the accounts to pass to VAS for inspection. He will meet with Margaret prior to sending all the papers in. He now has all the details he needed. Reported that Petty cash has not been well kept until recently where the system has greatly improved. | Pete, Margaret |
| <ul style="list-style-type: none"> • Banking: Pete has been unsuccessful in getting any kind of limited access to accounts for an individual. Agreed that we should now go for requiring a second person to authorise bank transactions. Pete to request the following changes to the mandate: The following are descriptions of different roles and then who will have them: <ul style="list-style-type: none"> • 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. All transactions will need to be processed by two people. We will go for the following rights: <ul style="list-style-type: none"> • Margaret: Main contact for correspondence. Signature and Authorised User with Online Banking (no debit card) • Pete: Signature and Authorised User with Online banking (no debit card) • Jillian: Signature and Authorised User with Online Banking and Debit Card. • Rafik: Signature, Debit card, with Online banking • Mavis: Remains a signatory only. • Catherine Richardson & Jeremy: to be taken off all responsibilities. | Pete |
| <ul style="list-style-type: none"> • Bookkeeping: Ruth and Farah have agreed to take in increased responsibility for bookkeeping. Pete to arrange another bookkeeping meeting with them, Margaret and Rafik to work out new arrangements. These to be written up. | Pete |
| <ul style="list-style-type: none"> • Business Support Grant: We are not eligible for this but SCC has set up a discretionary fund for charities and others. Pete to investigate. Post Meeting Note: Application submitted. Could result in a £5k grant but not certain because of the way they have described "fixed costs". | Pete |
| <ul style="list-style-type: none"> • Finance Projection: We currently have £20k unrestricted funds but no income. Reopening will have additional costs. Primarily around cleaning but other costs may also increase. Our current user groups may not be back for some time or ever as social distancing will significantly affect our bookings and therefore our income. We may get a grant (see above) to help with costs. Jillian will talk with Community Buildings about an enhanced cleaning schedule. At this stage we are not able to give a firm projection. | Pete |
| Activities/Grants | |
| <ul style="list-style-type: none"> • Homework and Coding clubs: Emily and Duncan to consider options for the future. Emily is working on a writing project. There is grant funding | Emily, Duncan |

available for post Covid activity which they are considering.

- **Food Bank:** this is now our only activity. Jillian and Rafik are both volunteering there. I may want to continue after lockdown. Storage would be a significant issue after we reopen.
- **Covid related projects:** Issues that will come to the fore include mental health and finances. The centre hall can accommodate 25 people with social distancing. This gives an indication of the type of activity we can support. Agreed that all Board members to consider ideas.

Future bookings

- **Centre preparedness:** we will be expected to ensure the building is safe for users. This will mean quite a bit of work with spacing and cleaning the most obvious.
We will need to be clear with users that we will provide the building in a safe condition but that it is their responsibility to keep it safe while they are using it. We will need to consider giving users anew Covid related risk assessment form.
We will need to follow national guidelines when they become available.
- **Regular users:** Rafik has written to all our regular users to ask about their plans. Most have not given a date for return and some are unsure if they will restart. A few (Yoga and ???) have said they will be returning as soon as allowed.
- **Jesus Centre:** The future of their building is currently in doubt. If it closes they are interested in moving their "Reach out" and "Let's talk" projects to the centre. Together they would use 3/4 mornings a week and some office space which fits well with demand for the spaces. Agreed that we should consider their request positively as long as the centre's identity is not confused by their usage.
- **Other ideas:** Nothing much was forthcoming at this point. Agreed we will all consider ideas for the next Board meeting.

All

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 July 7th 5:30**

All