

Minutes of Broomhall Centre Board meeting

Tuesday 7th July 2020

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

Present: Jillian (chair) Maggie, Pete (minutes), Ian, Margaret, Duncan, Rafik (for centre opening only)

Apologies: Mavis, Jeremy, Andrew

The meeting started with a roundup of how we are all getting on with the lockdown. All are good. Jillian has had to isolate, Pete has been tested (negative), Maggie has retired, Rafik has had a haircut.

Opening the Centre

Jillian's paper (Covid Safe Plan) was the basis for our discussion.

Currently most user groups are considering return in September or later.

Yoga being the only one that might want to start earlier. We are getting new enquires as well.

Opening the centre safely will require additional materials and cleaning (as set out in the paper). Questions were raised:

- Will the Council pay for the additional materials and cleaning? Most likely some but not all.
- Will we need a trustee or worker present at all times when there are users in? We think that as long as someone designated as "in charge" and they agree to manage as per our instructions, collect contact names and phone numbers etc and we trust them that should be sufficient.
- Will we get any additional funding? We can apply for CIL (planning gain) money – most likely £5k. Jillian to look into this.
- What and when will the food bank move out of the main hall? We are seeking planning permission to place a container outside the centre. We do not yet have a date for container delivery. If that plan does not work we will consider making the classroom a storage area for them.
- Is Rafik happy with the level of personal risk working in the centre? Yes he is.
- How many people will the hall accommodate with 2 metre distancing? 30.

Decided: We will aim to open the centre fully open in September and for occasional sessions in August (to learn from). This will require:

- Bringing Rafik and Patrick back for some of their hours from late July.
- Sorting the Food bank storage
- Implementing all the safety requirements listed in the paper. Jillian to discuss with SCC who is responsible for what.
- Employing additional cleaner time
- Advertising our reopening
- Develop risk analysis which can be used by the BHC or user group person with responsibility for each event.

Action

Jillian

Jillian
Jillian

Jillian

Rafik
Rafik

- Consider options for how to record names and phone numbers.
- Consider costs to provide the best possible view of our short and long term viability including consideration of a possible second spike in the winter.

Jillian and Rafik to lead on this plan and involve other as needed.

Rafik
Margaret

Jillian, Rafik

Minutes 2nd June

Agreed

Matters arising

Jesus Centre: They are now likely to want to make regular bookings for 2 or 3 mornings each week from September.

All other matters dealt with on the agenda

Staffing

- **Emily:** Duncan reported that Emily (with Will) has successfully got a Ward Pot grant of £740 for a creative writing project. She will be working on setting this up during August. Duncan will discuss holiday entitlement with her. Looking to the future she is considering how to reopen in September as the current way the homework club works involves screen sharing. The Coding club is more adaptable as the big screen can be used.
Duncan and Emily to consider whether we can develop any projects for young people to compensate for their long absence from school Pete will assist with funding bids.
- **Rafik:** Will be brought back for a few hours per week in July, more in August and for his full hours from September.
- **Patrick:** Back for deep clean in August then full hours in September. We cannot do more hours on weekdays so we will be looking for an additional cleaner as well.

Duncan

Finance

- **Treasurer:** All responsibilities and access to QBs treasurer email and Google calendar now passed over from Jeremy to Margaret.
- **Annual Accounts:** Now with VAS for inspection. VAS has asked for a specific Covid statement. Draft considered and agreed excepting the detailed finance section. This left for Margaret and Pete to decide on.
- **Banking:** Revised arrangements with the Co-op for actioning. So far Rafik and Pete have been given online banking. Pete has activated. Still awaiting Margaret's fob. Pete to chase if not delivered soon. Once all delivered Co-Op will action second person approval on online banking.
- **Business Support Grant:** Application submitted. Could result in a £5k grant but not certain because of the way they have described "fixed costs". We have had an acknowledgement but then nothing for nearly a month. Pete to ask Cllr Douglas Johnson to assist.
- **Budget:** It will only be possible to give a clear view of the future after decisions taken have been costed but they are all basically affordable. Without more income we would need to consider the future of the centre at a date that makes an orderly close down in April 2021 but as long as we can achieve income from grants and rents we should be sustainable into the future.

Margaret,
Pete

Pete

Pete

Margaret

Funding

- **Homework and Coding clubs:** £740 received from the Ward Pot for a creative writing project. Thanks to Will Mason for doing the bid.
- **Community Infrastructure Levy (CIL):** We have been informed that grants up to £5k are available for post Covid activities. Jillian to investigate and consider bids. Projects that address mental health issues are particularly needed.
- **Covid related projects:** Issues that will come to the fore include mental health and help with employment/finances. The centre hall can accommodate 30 people with social distancing. This gives an indication of the type of activity we can support. We again agreed that all Board members should consider ideas.

Jillian

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 August 4th 5:30**

All