

## Minutes of Broomhall Centre Board meeting

Tuesday 4<sup>th</sup> August 2020

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

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

**Apologies:** Mavis, Jeremy, Andrew

The meeting started with a roundup of how we are all getting on with the lockdown. All are good.

### Minutes of meeting 7<sup>th</sup> July

Agreed and no matters arising that are not on the agenda.

### Re-Opening the Centre

Jillian gave a detailed report on various aspects:

- **Dates:** We will open for a one off event and life drawing on 23<sup>rd</sup> August and fully open on 7<sup>th</sup> September.
- **New Cleaner:** We have appointed Najma Hashi on a zero hours contract. She will be asked to work as and when required to ensure cleaning is done between groups. Rafik/Jillian will provide training. Because she has other work there may be times that do not work for her. We have agreed that her sister (who is also being trained) can cover for these times.
- **Keeping Covid secure:** Some venues have been advised that there should be a 48hr gap between groups using the building. Following discussion with the Council this will not be necessary unless illness is reported. The Council is responsible for sanitisers and other Covid protection measures but as we are unsure when they will do this work, we are purchasing some initial supplies ourselves. It is hoped that they will do the work in August after the 15<sup>th</sup>. Cordant (Council cleaner contractor) is working with Jillian/Rafik.
- **Paperwork:** Rafik has developed Covid annex to the lettings agreement, a risk assessment for the centre and a register for groups to use. Jillian & he will develop a risk assessment form for user groups to use.
- **Contact with Groups:** Rafik is writing to all groups to clarify when/if they are restarting. All groups will have a briefing session with Rafik before restarting.
- **Cancellations:** Agreed to add to the annex revised rules about cancellations. Groups to be informed that all bookings can be cancelled (maybe at short notice) if government guidelines change or if a user is identified as having Covid. In these cases deposits and rent will be reimbursed but all other expenses remain the group's responsibility. Cancellations by groups will result in the normal penalties unless the reason is related to Covid infection affecting the group.
- **Once off events:** Normally users will be trusted to manage the event themselves but Rafik is willing to come to the centre during these events if necessary. Users are required to keep a register and bring it back with the fob in order to get their deposit.
- **Foodbank:** By 15<sup>th</sup> August they will have moved food stocks to the classroom. The shipping container awaits planning permission and Jillian will ask the foodbank to sign an agreement that they will pay for its removal when no longer needed.
- **Jesus Centre:** The Jesus Centre activities will not move to us in the short term. However, some of their user groups have approached us about bookings.

### Action

Rafik/Jillian

Rafik/Jillian

Rafik

Jillian

Rafik

Jillian

- **Homework and Coding Clubs:** Details for the restart to be discussed at a meeting between Emily, Duncan and Jillian. They have money for a creative writing project. Emily has been doing some work with the Girls Group so there may be some chance of further projects together.
- **Girls Group:** Is planning to restart w/c 7<sup>th</sup>Sept.

Emily,  
Duncan, Jillian

### Fundraising

- **Homework, Coding clubs:** The Homework club has now used up all its University funding. Pete to write to the University for continued funding. The grant from SYCF is for coding and homework so can be used for both/either. We do need to look for longer term funding rather than annual grants.
- **Raising:** Application for £9k core funding successfully submitted by Jillian. We should know the result by the end of September. If successful money to be spent by the financial year end. We had to do a detailed budget and centre description for this bid so both will be useful for other bids.
- **CIL:** Jillian has discussed with Nesar (Council officer responsible for this area). No details of how much or when we will hear.
- **Sheffield Coronavirus Business Grant Scheme:** Our application has been rejected because we do not pay rent. Pete to write an appeal.
- **Other projects:** There was some discussion about other ideas.
  - Funders may be developing new post Covid priorities which we may want to tap into. Pete to contact SYFAB for advice.
  - Using the centre as a base for vaccination or other small group activity like counselling may be a possibility as we have sufficient space to allow for social distancing.
  - Mental health, loneliness particularly for people who have been shielding should be a priority. We need to consider what we could do for people that fit these categories.
  - Maggie to consider possible ideas and funding for support for people recovering from Covid.

Pete

Pete

Maggie

### Staffing

- **Emily:** Still being paid. Future will depend on funding and ideas (see above).
- **Rafik:** Partly back during August. Will be fully back in September.
- **Patrick:** Back from 15<sup>th</sup> August.

### Finance

- **Annual Accounts:** Now with VAS for inspection. No response from VAS yet.
- **FSG Minutes:** Approved. Pete has delivered first draft workflows.
- **Budget:** Margaret reported that if we only have 25% income from rents and no core funding grants, we will be bankrupt by Feb 2021. However, this is a worst case so we need to keep monitoring our finances as the year goes on.

### 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 8<sup>th</sup> September at 5:30**

All