

Minutes of Broomhall Centre Board meeting

Tuesday 8th September 2020

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

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

Apologies: Mavis, Jeremy, Ian

Minutes of meeting 4th August

Agreed

Matters arising not on the agenda

- **Individual risk assessments** – Jillian to discuss with Rafik
- **SYFAB** – Pete has not yet contacted but Maggie has.

Re-Opening the Centre

Note: *this meeting and all decisions taken prior to the PM announcing the “Rule of Six” so various action points may need to be revised.*

Jillian shared the report from Rafik and gave a detailed report on various aspects:

- **Link Learning:** Moved back in during August.
- **The Centre:** We are back open this week.
- **Some new bookings:** Acorn Education have made a single booking. A disabled group are interested but concerned about lack of disabled parking facilities. Rafik to request a disabled parking bay outside the centre and see if we can get bulk visitor parking permits for disabled users who do not have orange badge permits.
- **Sheffield Council:** Is being inefficiently supportive! They have provided many of the wrong things including large amounts of paper towels but missed out on the important items including hand sanitiser dispensers. Jillian and Rafik continue to liaise.
- **Flier:** This has gone out thanks to volunteers in the Green Party (thanks). It includes a survey which can be sent back to the centre.
Post meeting note – *resulted so far in 3 families contacting Emily for HWC help and 6 replies to survey*

Building

- **Shipping Container:** Temporary planning permission is required as we are a conservation area. Application has been submitted. We will not get a response till the end of September so in the interim food will be stored in the classroom.
- **Council review:** Cllr Terry Fox is currently reviewing all Council owned community buildings capital requirements. He is visiting the centre this week when Jillian and Rafik will list the following priority works:
 - Extractor fan (needed to be Covid secure),
 - Windows (replace with opening windows),
 - Leaking roof,
 - Hot water supply to the disabled toilet,
 - Tanking the cellar (so it can be used)

It may be possible to get some of these items funded by grants. See next section.

Action

Rafik

Jillian, Rafik

Jillian, Rafik

Activities and Funding

- **SYFAB:** Maggie and Jillian have considered potential funding sources with SYFAB. Initially Maggie is making bids for various small (£500) grants “Tesco Bags” due in next week and “Magic Little Grant” bid will go in in October. Andrew suggested that we approach JG Greaves and Sheffield Town Trust for similar amounts.
Maggie plans to attend the SYFAB zoom training event in October. Agreed that Rafik and Margaret should also go.
Note: After the meeting found that the event costs £20 per person. Jillian has agreed that the centre should pay for Rafik to go.
Following the training Maggie will consider applications for larger amounts.
- **Shipshape:** Jillian has discussed support with Tanya (Saima’s manager). Saima will be back at the centre and Shipshape may be able to fund some walks for the women group.
- **SYCF:** have two Covid related funds giving grants up to £5k for Covid response and Covid recovery. Jillian has bid for £1,800 for rent, chairotics and computer training (Rafik could be tutor) and refreshments for the women’s group.
- **CIL:** £25k is available and controlled by our local councillors. We are likely to get some of the £5k earmarked for Covid support. Jillian to bid with various options in priority order if they are not funded by other sources. Extractor fan is top priority for capital expenditure but may just need revenue support
- **University:** Pete has delayed bidding to the Vice Chancellor for the Homework/Coding club but will make the bid this month.
- **Business Support:** Pete has decided we cannot become eligible for this as we do not pay rent.
- **Chemistry Society:** Potentially could fund more activities at the Homework/Coding club. Emily is arranging a meeting to discuss ideas.

Maggie, Rafik

Maggie

Jillian

Pete

Emily

Staffing

- **Najma:** (new cleaner)Has started. Rafik will be her manager.
- **Emily:** Restarting the Homework club this week.
- **Rafik:** Now back for full hours
- **Patrick:** Now back for full hours

Finance

- **FSG Minutes:** Approved.
- **Annual Accounts:** With VAS for inspection. Most detailed queries answered. Final version will be available for signing next week. Only remaining issue is about how much concern for long term viability should be included. Pete and Sarah to discuss.
- **Finance Policy:** Agreed.
- **Bookkeeping processes:** going ok so far.
- **Budget:** Margaret reported it is too early to make any revised predictions. To discuss at the next meeting.

Pete

Margaret

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 6th October at 5:30**
- **Tuesday 3rd November at 5:30** This will be combined with the **AGM**. Detailed arrangements to be discussed at our October meeting.

All

All