

## Minutes of Broomhall Centre Board meeting

Tuesday 6<sup>th</sup> October 2020

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

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

**Apologies:** Mavis, Andrew, Jeremy

### **Minutes of meeting 6<sup>th</sup> September**

Agreed

#### **Bookings and Covid rules**

- **Rule of Six:** Rafik has put a summary and reference to the guidance explaining the exceptions to the Rule of Six on the website.
- **Risk Assessments:** Rafik can talk potential users through the rules as they apply to the centre. We will be using the Shipshape risk assessment as a model for groups to adapt for themselves.
- **Bookings:** Some of our users have felt unable to restart because of the rules but Yoga, Girls, Homework and Habla Espanol have restarted. We have had one wedding and one funeral, but others have cancelled. Current bookings seem to be less than 25% of the pre pandemic level but we have a steady flow of enquiries for bookings early next year

### **Action**

Jillian

#### **Activities and Funding**

- **Review of current applications:**
  - Rausing – for running costs – rejected
  - SYCF – for running costs – we have not yet heard, JC will chase
- Other applications
  - CIL – Capital only so application not prioritised yet.
  - University – for Coding and Homework – draft with Emily and others to consider. Noted that budget needs revision before submission.
- **Other applications:**
  - Magic Little Grant – for Chairobics – Now seems membership of Local Giving is free for a year if we get the grant. If not we do not have to pay so agreed to go ahead with application.
  - Ward Pot – Jillian has submitted a bid for rent for Sewing, ESOL, drop-in, all of which could be run by volunteers if no other funding
  - Garfield Weston – for running costs – Pete to make a bid
  - Awards for All – for Covid response – Jillian to make a bid
- **Training:** Rafik is booked into the next SYFAB course.
- **Homework club:** Duncan presented a Covid response report summarised here: The coding Club is currently not operating due to insufficient funding. Emily restarted the Homework Club on 10 September. She publicised the re-opening and informed people that places needed to be booked in advance. A limit of 15 people in the building. (This is the figure for some public events though as an educational activity more would have been allowed.) The number was to allow a space which was as safe as possible for all. At the first meeting Rafik attended so he could see the arrangements. Volunteers from previous years have been used. This has included a couple of students but has been difficult to bring in new students in the current situation. Emily has emailed previous volunteers.

Jillian

Pete, Emily

Maggie

Pete  
Jillian  
Rafik

At first a few users attended without pre booking but it was possible to accommodate them. Users now usually book for the next week. The behaviour has been good and those attending appear keen to use the club as an opportunity to do homework with the extra support we offer. About 8 users are regularly attending. All users are BAME background and most are local to the Centre. Masks must be worn.

- **Women's Health Session:** This has restarted but without any funding. Saima is offering health advice, Rosie Chitty is doing sewing, as we get funds more activities can be added. Shipshape will support but it is currently unclear whether they have any resources to cover rental costs.
- **Learn for Life:** want to run sessions (ESOL) at the centre as their own premises are very cramped.
- **Jesus Centre:** the centre has closed but one activity (sewing) has moved to the centre but has no funds for rent at present.

### Finance

- **Annual Accounts:** we formally approved them but noted two minor errors:
  - Ian Cooke's name appears as "Cook".
  - The approval date on Jillian's signature should be this meeting date.Rafik to put a copy on the website.
- **Action Sheet from VAS:** This included three actions that have already been actioned:
  - Correcting the bank mandate – done in June.
  - Management of cash – Rafik has reformed these systems.
  - Payroll error – this was really last year's issue and has been resolved.
- **Finance Sub-Group minutes:** Approved
- **Budget:** Margaret presented a cash flow for the remainder of the financial year. Figures looked marginally better than expected but we need to keep monitoring them at each meeting.
- **Staffing:** Agreed that Rafik should be furloughed for 80% of his hours. He will work 20% with the government providing 60% of his pay. To be reviewed again at our next meeting. Patrick should not be furloughed any more.

Rafik

Margaret

### Building

- **Shipping Container:** Planning permission has been granted for the container for 18 months only. It must be painted green. The food bank to be responsible for placing it and for painting and removing it.
- **Council repairs:** Cllrs that visited were very keen to get the work done. Rafik is liaising with the Council on these.
- **Ventilation:** Improving this is more complex than realised as there must be air inlets as well as air outlets so this is not yet included in work being done.
- **Cellar:** Rafik will talk with Maggie's builder to get an idea of what is required and its cost.
- **Web site and IT support:** the present situation with Jeremy not able to come into the centre needs to be resolved. Jack has provided an estimate of work needed and charges. Agreed that we should not take this up at this time as now is not a good time to change systems.  
Pete to visit Jeremy to establish what he is able to do for the centre IT. With this information we will consider the matters again at our next meeting.

Rafik

Pete

### AGM preparations

The following arrangements agreed (*with some clarification after the meeting*):

- An invitation and agenda email will be drafted by Jillian.
- Pete to set up Zoom and send out email including last year's minutes. Email should request RSVP to give an idea of numbers.
- Jillian and Rafik will create a mailing list for the email. Pete to include any other email addresses he has.
- For the day we will need the following:
  - Chair's report
  - Treasurer's report

Jillian  
Pete

Jillian, Rafik,  
Pete

Jillian  
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.

- **Board: Tuesday 3<sup>rd</sup> November at 5:30** (30 mins urgent business only)
- **AGM: Tuesday 3<sup>rd</sup> November at 6:00**
- **Board Tuesday 1<sup>st</sup> December at 5:30**

All  
All  
All