

Minutes of Broomhall Centre Board meeting

Tuesday 1st December 2020

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

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

Apologies: Mavis, Ian

Co-option

Jillian welcomed Imran Ahmed to the meeting. He was invited to join the board and at the end of the meeting confirmed he is willing to be co-opted.

Minutes of previous meetings

- October Board – agreed
- November Board – agreed
- November AGM – minutes noted (will be agreed at the next AGM)

Matters Arising (not on the agenda)

- Furlough: Agreed that with activity going on at the centre and online we should not be furloughing any of our workers at this time.
- AGM: Rafik thanked for the excellent chair's slides.

Bookings and Activities

During the latest lockdown educational, support and Welfare activities are allowed which has allowed some activity at the centre.

- **Women's Health Group:** About 12 women attending. Saima is running it. Includes sewing and knitting (Rosie leading). In future will include IT (Rafik leading) and chairobics. Fees and rent come from Awards for all grant ("Making it Through Together" (MITT)).
- **Learn for Life:** Rafik is being employed by LfL for 2x2 hours per week to run computer training for them at the centre. LfL nominate refugee and asylum seeker trainees.
- **Woodspen Training:** IT training company have booked the hall for 2 lots of two weekly sessions.

All IT related activities are of interest to Hanover residents. Jillian to send Andrew details for him to publicise.

- **Homework club:** continues remotely. Jillian, Emily, Saeed and Sahra (Girls Group) considering ideas for a Youth Festival to use some of the GoG Summer Festival grant.
- **S6 Foodbank:** is continuing but there are difficulties with getting the shipping container installed as lifting it into place is complex. We now need to get the classroom back in action. Until this is sorted they will bring prepacked food bags only. Jillian to ensure that the Foodbank is taking full responsibility for all costs associated with moving the shipping container in and (after 18 months or sooner) removing it.
- **Beyond Lockdown2:** We are now returning to Tier3 which means no wedding receptions (but ceremonies with 15 people allowed), small funerals (with up to 30 people at the ceremony), no wakes and no parties so a key range of income generating activity will not be allowed. Educational, welfare and support activities are allowed so Mental Health groups can run. Se Habla Espanol is educational so could restart. **Post meeting note:** they have now decided to delay till January. The Girls group can also restart and is considering whether to do so

Action

Jillian

Jillian

Jillian

Finance

- **Finance subgroup minutes for October and November:** noted. Contrary to the minutes two invoices were needed for November which Margaret dealt with.
- **Charity Commission:** Because our latest accounts included noting that Covid is affecting our finances they have sent a letter with links to all guidance on key trustee and finance management issues. Most guidance has been seen by Board members previously. Letter and links circulated for all Board member to read (or reread).
- **Financial projection:** Margaret presented a report that shows our finances are bearing up at present, so no urgent action required.
- **Payroll:** Pete presented a report on pay rates for consideration. We pay Patrick on a JNC scale so he must be paid 2.75% rise from last April. Emily and Rafik are not paid on a scale but we agreed to give them the same rise from April so rates will be revised. Jillian to inform VAS.

All

Jillian

Funding

- **Local Giving:** Pete reported on progress so far. As well as the original £500 Magic Little Grant we have now raised £2,258 and £32.50 per month Direct Debits. Most of this income has come from attendees of the AGM, board members and Jillian's friends and contacts. Very little has come from the emailing shot Pete did last week. We got very limited match funding as this was only available for a few hours. We should consider another campaign in the spring. This could be focused on specific capital items.
Imran noted that donors could not see how much has already been contributed. We agreed that this would encourage donations. Pete has asked Rafik to include monthly figures on Facebook and our website. There are now links on our Local Giving page back to Facebook and our website.
Pete to look at other crowd funding pages.
- **SYCF, Ward Pot and CIL:** no news from any of these yet.
- **University:** Has acknowledged our bid but no more news yet.
- **Garfield Weston:** Pete has still to complete the bid.
- **Veolia Environmental Trust:** We should consider a bid for capital costs there. Funds not available till April 2021. We have to match fund 25% so may link to CIL or other sources. Jillian to consider.
- **Thriving Communities:** We have been approached by Ray Kohn to partner with Delphi Trust to bring together a big music and social prescribing related project (potentially between £25-30k). We will need to add to the partnership with Shipshape and possibly the local surgeries (Devonshire Green and Hanover). Agreed we should consider this further with Ray. Pete to lead.

Pete

Pete

Jillian

Building

- **Ventilation:** We have now got 3 estimates for different approaches to increasing ventilation from £5k to £13k. This work is urgent to support making the centre more Covid safe. Jillian will chase up CIL and work with Rafik on getting more detailed assessment from AEL. As stated in the Local Giving note, we should focus next appeal on a capital investment such as this. This needs to be started urgently.
- **Cellar:** Estimate for tanking and repairing the indoor stairs about £26k. Room would only be useful for storage. It may provide better long term storage for the foodbank. Jillian will make phase 1 bid to Veolia

Pete

Jillian

Next meeting

We will continue to meet at **5.30pm on Tuesday** evenings. The next meeting will be via Zoom again. An invite to join will be sent.

Jillian

- **Tuesday 5th January at 5:30**
- **Tuesday 2nd February at 5:30**

All
All