

Minutes of Broomhall Centre Board meeting

Tuesday 5th January 2021

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

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

Apologies: Mavis

Minutes of previous meeting 1st December 2020

Agreed.

Matters Arising

Matters arising dealt with on the agenda.

Bookings and Activities

Sheffield is now back in lockdown so most activity at the centre has stopped.

Girls Group, Women's Health and Learn for Life have all had to stop. Woodspleen have postponed and the Homework club is back online. Only the food bank continues.

Staffing

Because of the new lockdown it was agreed:

- **Patrick:** Furlough but continue to top up his pay to the full 100%
- **Rafik:** Furlough for 80% of time as he will continue to support the food bank and to deal with enquires and other issue as they arise at the centre. We will make up his pay to 100%
- **Emily:** will continue to be employed as she is taking the club online.
- **Post meeting note** – *we can furlough staff on zero hours contracts, Najma has been doing an average of 10 hours covid-cleaning a month, so we will claim and pay 80% of this.*

Jillian to liaise with VAS.

Our Broomhall website

Rather belatedly Margaret has identified a final reminder invoice from Communitysites from July 2020 for hosting and managing the "Our Broomhall" website which brings together the project's work from 2015. The invoice was for £360 for the year from July 2020. Because of non-payment the site had been taken down. Margaret wrote to them and they agreed to reinstate the site while we sort out future arrangements.

We agreed that we would not want to lose the data on the site. Ideally we would like to keep the site visible. No activity has taken place on it since 2015 but we do not know how many visits it has had. There seem to be a number of options for us to consider:

- Keeping the site but hosted only at a cheaper rate.
- Transferring ownership of the site.
- Amalgamating it with our Centre site.
- Archiving the whole site

Agreed that Pete should make contact with Communitysites to find out more information and then to consider options with Rafik, Imran, Jack and any others before bringing a proposal back to the Board.

Finance

- **FSG Minutes:** Noted

Action

Jillian

Pete

- **ProPlus debt:** We have not received income expected and they are disputing the total owing and are wanting to reduce monthly payments. Margaret to discuss with them. Margaret
- **Forecast:** Budget is holding up at present. Will have to be reviewed again as the new lockdown continues. Margaret
- **Music licence:** agreed that this must be paid. Margaret is dealing with it.

Funding

- **Jack de Aguilar:** has donated £400 from sale of photos – Thanks.
- **St Andrews Church:** have agreed a grant of £5,000 for the homework club from their education fund. Thanks.
- **CIL:** Jillian has established that devolving this money to Wards has not happened yet and is chasing the Cabinet member responsible.
- **University:** Pete has chased but no news yet. *Post meeting note: They have now rejected our bid but recommended other possible sources. Pete to challenge this decision.* Pete
- **Garfield Weston:** Pete has almost completed a bid for running costs and capital for ventilation (match funding for Veolia application). Will go in this week.
- **Veolia Environmental Trust:** Funds not available till April 2021. We have to match fund 25% so may link to CIL or Garfield Weston. Jillian and Rafik working on the bid but it will be complex. Jillian, Rafik
- **Thriving Communities:** Following review we have decided not to go for this as it would require more work than we have the time for.
- **Southall Trust:** Have written in response to our evaluation that they are now willing to consider bids from us again. Jillian to consider in the future.
- **Gift Aid:** Pete has not dealt with this yet. Pete

Building

- **Food bank:** They are again storing food in the classroom as it is not needed for anything else during the lockdown. They have established that the shipping container can be dropped into the position we have agreed. There is no date for this to happen yet.

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.

- **Tuesday 2nd February at 5:30** All