

Minutes of Broomhall Centre Board meeting

Tuesday 2nd February 2021

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

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

Apologies: Mavis

Minutes of previous meeting 5th January 2021

Agreed.

Matters Arising

Matters arising dealt with on the agenda.

Bookings and Activities

- **Homework/Coding Club:** Duncan reported back. We now have funding in place for a firm future. The club cannot function at the centre at present but Emily is keeping in touch with some learners online. Agreed we will keep St Andrews up to date with plans to spend their grant. Emily, Pete and Jillian are working on returns for SYCF and Local Giving. Imran suggested that we should consider a summer project particularly for children in transition to secondary schools. Duncan to look at this with Emily.
- **Women's Health:** The group ran for 14 weeks while we were allowed to run support groups. Now closed for the lockdown. £2k of the £10k grant has been spent. Saima, Rosey, Rafik have all been involved running various activities. Jillian to convene a meeting with them to consider what can be done when we can open the centre again.
- **Foodbank:** Shipping container has been successfully placed. This means the foodbank will be able to continue when the centre reopens.

Staffing

Because of the new lockdown it was agreed:

- **Patrick & Najma:** Both furloughed
- **Rafik:** Furlough for 80% of time working other 20%.
- **Emily:** will continue to be employed taking the club online.

Jillian liaising with VAS.

Our Broomhall website

Pete has contacted Community sites. They are due to come back to him to discuss options for the site. There have been 6,700 site visits in the last year which suggests it would be good to keep the site in some way.

Finance

- **FSG Minutes:** Noted
- **ProPlus debt:** No payments received. Margaret and Jillian to follow up.
- **Shiphape debt:** Nothing received. Jillian to Have another try. *Post Meeting Note: Money now received.*
- **Forecast:** Budget is holding up at present because of furloughs. Will need to keep close monitoring as during closedown we get no unrestricted income.

Funding

Action

Duncan,
Emily

Jillian

Jillian

Pete

Margaret,
Jillian

- **St Andrews Church:** £5k received for Homework/Coding club. Duncan to keep them informed of progress. Duncan
- **Veolia Environmental Trust:** Bid for 75% of £15,600 for ventilation has been made. We have received detailed follow up questions which Jillian and Rafik are responding to. Jillian, Rafik
- **CIL:** Have agreed to fund 25% of the ventilation costs. They have stated that if Veolia does not support our bid CIL will consider up to 100% of the ventilation costs.
- **Ward Pot:** £860 approved for Women's Health rent.
- **University:** Have now agreed to £6,900 for Homework/Coding club. However, they have said they are unlikely to support in future. Pete has written request for a more strategic partnership. We have not yet received any response. Following Maggie's advice, we will not follow this up until the Covid crisis is reduced.
- **Garfield Weston:** Bid submitted for £5k core costs and £3,900 capital costs being 25% of ventilation costs. We will not hear till April.
- **Southall Trust:** Jillian is making contact with them as they have a new Sheffield based trustee who we can ask to visit. Jillian
- **Gift Aid:** Pete has not dealt with this yet. Pete
- **Homework and Coding club returns:** needed for SYCF (substantial detail required – being worked on by Emily and Pete. Due 15th Feb) and Local Giving DSMC matched funding (short note only but money must be spent and reported on before end March) Emily, Pete
- **Women's Health returns:** SYCF Grant £1,880. Jillian has requested an extension to the end of March but can extend further if we need to. Awards for all (MITT) £6,940 which has to be spent by October. Magic Little Grants (chairobics) £500 Pete has provided a holding response that we will respond when activity has taken place.

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 March at 5:30** All