

# Minutes of Broomhall Centre Board meeting

Tuesday 1<sup>st</sup> June 2021

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

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

Apologies: Mavis, Andrew, Duncan, Imran

## Minutes of previous meeting 4<sup>th</sup> May 2021

Agreed.

### Matters Arising

- **Diversity:** Pete to investigate possibility of a paid student placement to do a local survey.  
Jillian still to talk with user group members about involvement on the Board.

### Finance

- **2020-21 Accounts:** VAS have approved the Directors' report subject to minor amendments that may be needed after the examination of accounts is completed. Everything is now with VAS. They will contact us when they have any queries.
- **FSG Minutes:** Noted
- **Budget Projection:** Noted

### Bookings and Activities

- **New Bookings:** We have new regular bookings from a Church Group (ex Jesus Centre), Marshall Arts, Ashiana, Latin Dancing (if social distancing is relaxed) as well as a number of private parties including the Amal group (Eritrean women).
- **Homework/Coding club:** It has proved difficult to get good quality used computers so Rafik will purchase 2 new ones.
- **Women's Health:** Nur Ali from Shipshape has replaced Saima as group organiser for the Tuesday session. Rosie Chitty is the sewing tutor. We are now running an additional session on Fridays which includes conversation and chairbics, run by Saima on a sessional basis.

### Funding bids

- **Veolia:** This is still dragging on as Veolia need three estimates and the Council have not given us a list of acceptable suppliers. Agreed Jillian will continue to chase the Council and meanwhile get estimates from the companies suggested by Imran.  
**Post meeting note:** SCC have set up one quote from a contractor they know (used to use regularly); Rafik will contact a third from the couple provided by Imran.
- **Magic Little Grants:** We failed to get a grant this year as we have not yet completely spent last year's MLG because it was affected by lockdown. Agreed we should pay the new year subscription (£95) when invoiced. **Post meeting note:** we can still apply for this tranche until October, will do so as soon as we have used existing £500 (on chairbics)
- **Southall Trust:** Jillian has applied for about £5k for the women's group to increase their ability to self-manage the club and become more involved in managing the centre.
- **Reaching Communities** (Lottery fund): Pete to start work on a bid to build on Southall trust and Student activity (if successful) to continue community development activity. This grant fund supports at least £10k pa for 3 years.

## Action

Pete  
Jillian

Rafik

Jillian

Rafik

Agreed that we should have a listing of all current grants and submitted applications at each Board meeting. Pete to work on this.

Pete

### **Building**

Jillian and Rafik to review cupboard usage (again). As some groups require storage space.

Jillian,  
Rafik

### **Staffing**

- **Najma:** has been informed that she is no longer needed but that we may call on her again if there is a need.
- **Rafik:** Agreed that now the centre is getting back in action Jillian will restart regular supervision sessions and will have an annual review/appraisal with him. Rafik has taken more responsibility for setting up “users” and invoices on QBs which has greatly improved our organisation but is very time consuming.

Jillian

### **Other Business**

There was no other business.

### **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.

All

- **Tuesday 6<sup>th</sup> July 5:30**