

Minutes of Broomhall Centre Board meeting

Tuesday 6th July 2021

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

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

Apologies: Mavis, Duncan

Minutes of previous meeting 1st June 2021

Agreed.

Matters Arising

- **Computer purchase:** Rafik has managed to get three strong battery computers. We still need more. Rafik to put together a spec and Pete to consider where to apply for funding.

Other matters dealt with in the main agenda.

Face to Face meeting

Agreed that if guidance allows, we should have the next Board meeting face to face at the centre with minimal agenda and maximum time to socialise.

Pete and Jillian to encourage Mavis to join if she can.

Decision to be reviewed or confirmed the day before by Jillian.

Diversity

- **Lottery – Reaching Communities bid:** (see more details below) is being designed to maximise work with the wider community of centre users to increase their involvement in running the centre. The bid will include resources for short term employment of local trainees.
- **Co-opting request:** Jack D’Aguillar is still linked to Sheffield and has requested to be co-opted onto the Board. While the Board welcomed Jack’s interest and long-term commitment to the centre it was not felt appropriate to invite him onto the Board whilst there was a chance, we may be asking him to do paid work for us (see below). To be reviewed again dependent on Jack’s involvement with the centre.

Websites

We currently have two websites: Our Broomhall and the Broomhall Centre one. The management of both needs to be rationalized and securely managed. We have had offers from Jack D’Aguillar and from Jeremy Ritchie but there may be others wanting to be considered as well.

Agreed Imran and Pete to get together to develop a spec for which we can invite tenders.

Finance

- **2020-21 Accounts:** No news and no queries yet from VAS.
- **FSG Minutes:** Noted. Agreed that the Finance Sub Group is now also our Funding sub Group. In future it will be called the “Finance & Funding Group”. The group may wish to co-opt others for their expertise or training.
- **Ruth Oxley:** We noted and thank her for her continuing and increasing work supporting bookkeeping for the centre and the new task she has taken on to relieve Rafik of some QBs data entry. She is going to come into the Centre on one day a week to do the admin for bookings face to face.

Action

Rafik, Pete

Pete,
Jillian

Imran,
Pete

- **Budget Projection:** Noted. Margaret has identified that it is less optimistic than it should be as we have had some large new summer bookings.

Bookings and Activities

- **Premier Education:** (<https://www.premier-education.com/>) Have booked the centre for 4 days per week for the summer holidays. While this is financial good news we do need to be reassured of the organisation as we have had no previous involvement with them. Jillian to talk with them to ensure that they have fully taken on our safeguarding (including DBS) rules and find out how children are recruited and the relationship with SCC.
- **Once off Bookings:** We are getting many weddings, engagement, Eid and Birthday party requests. We considered the cleaning up and rubbish disposal issues that often arise from these events. The following was agreed:
 - **Big social event bookings:** Our charge level (even when taking the non-return of deposit) is very cheap compared with other venues. Jillian and Rafik to consider a higher charge for these kinds of events while still leaving room for discretion for local families and fund-raising events.
 - **Cleaning:** For these bookings we will offer a price which includes our cleaners rather than expecting party goes to do their own cleaning. We will continue to offer “self cleaning” bookings to trusted groups. Rafik and Jillian to confirm if Patrick and Najma are willing and will recruit a third person so we have a full team including a “reserve”. We will also check cost of commercial clean/rubbish removal as benchmark.
 - **Rubbish:** Parties generate a huge amount of rubbish which is too much for our existing bin capacity. Margaret to establish cost of a second bin or paying for irregular once off collections as required. The cost can be factored into the new booking charge
- **Homework/Coding club:** No news this time as Duncan is away. He is drawing up budget for summer science club and will share this with Board.
- **Women’s Health:** This group is doing very well with over 20 people attending a range of events on weekday daytimes. They have plans for special holiday sessions and are working well with Nur from Shipshape.

Jillian

Jillian,
Rafik

Rafik,
Jillian

Margaret

Duncan

Funding bids

- **Funding spreadsheet:** Noted. Pete will use it to remind us of all monitoring requirements. He will update and present whenever changes are needed.
- **Veolia (Ventilation):** Veolia have given us an extension to 4th August). AEL are doing a detailed spec for us based on what we should expect for the amount already agreed. Imran will review this. We have one supplier from the Council, one from Imran and the one that has already given us an estimate. Jillian should be able to get this in in time.
It was noted that likely maintenance costs should be requested as part of the tender. Although unlikely to be funded from the grant they will give some indication of system quality and our long-term costs.
- **Reaching Communities (Lottery fund):** Jillian, Pete and Rafik met to outline the kind of proposal we should put in. Their initial thought is to bid for a single experienced part time Community Development worker supported by costs to make their work possible. A key part will be to include mentoring and support for volunteers and trainees from the community. The bid will include funds to pay for these people on short term community development projects. The Board agreed that supporting local communications verbal, paper and social media should be an important aspect of the job. The meeting approved the basic plan and asked for a draft bid to come back to the board. Pete will work on a draft this month.

Pete

Imran,
Jillian

Pete

Rafik Appraisal

Jillian presented this. It is very positive. Rafik is doing an excellent job. There are a few issues for the Board to consider:

- **Lone working:** While Rafik is generally happy with this he is concerned that sometimes he is doing risky activity without backup. Agreed that he should always contact Jillian, Pete, Imran or Maggie to get support whenever he needs it. Pete is most available but between us we must ensure he is not at risk.
- **Out of Hours contact:** Rafik is allowing himself to be called on his own phone or the centre's mobile phone at all hours. Agreed that he should be free to switch it off with a message about working hours and an invitation to leave a message which will be responded to during working hours. Rafik should use his judgement about when he should monitor messages (in case there is an emergency being reported). Board members can also provide backup by prior arrangement.
- **Bookkeeping:** See FSG minutes and Ruth Oxley above.

Other Business

- **Safeguarding:** Ian has recently attended training for this. He will present a summary of the recommendations for the next meeting. Pete to send him a copy of our current policy to provide a starting point.

Pete, Ian

Next meeting

We will continue to meet at **5.30pm on Tuesday** evenings. However, the next meeting (weather and rules permitting) will be face to face at the centre. At that meeting we can decide whether future meeting should be on Zoom or face to face.

All

- **Tuesday 3rd August 5:30**