

Minutes of Broomhall Centre Board meeting

Tuesday 3rd August 2021

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

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

Apologies: Mavis, Andrew

Minutes of previous meeting 6th July 2021

Agreed.

Matters Arising

- **Face to Face meeting:** This meeting is by Zoom and we will continue Board meetings by Zoom but agreed we would meet up socially at the centre next **Tuesday 10th August at 5:30**. Pete to invite Mavis, Emily and Ruth. Others can be invited.
- **Website spec:** Imran has done a draft spec for managing both the centre and Our Broomhall websites. Pete and Imran to finalise and circulate for comment. We will then advertise. Pete to negotiate for reduced cost for Our Broomhall for the next three months.
- **Safeguarding:** Ian has reviewed our current policy and considers it meets the requirements. Duncan, as safeguarding officer, stated that we still have a need to centralise records of DBS checks and other related issues.

Other matters dealt with in the main agenda.

Finance

- **2020-21 Accounts:** Draft accounts have been received and circulated. We noted the good news that VAS has not qualified the accounts at all this year. Margaret has noted a few minor errors which she will report to VAS. We will then get a final copy. Thanks to Margaret for her work on this.
- **Finance & Funding Group (FFG) Minutes:** Not yet written up. Pete reported the main decisions which were agreed.
- **Ruth:** is now back at the centre on a Thursday which is good for her and for the centre.
- **Budget Projection:** Noted. No issues but it is difficult to predict income as party bookings can be very irregular. We have many at present but they will not continue at this level.
- **Debt management:** Noted that the Premier Education invoice has not yet been paid. Rafik to chase up. Margaret will review debts regularly.

Bookings and Activities

- **Foodbank:** The foodbank has had free use of the premises during lockdown but with the centre reopening they have requested a paid for session on Monday mornings. Agreed a reduced rent of £10 per hour for the hall. Jillian to ask about whether we can refer to their debt advice service.
- **Premier Education:** Jillian reported that the organisation has been checked. Their summer activities are going on now and seem to be a great success.
- **Parties:** Following discussion of Rafik's proposal agreed that there will be a default charge of £75 for 3 hours cleaning and rubbish management to be charged for all parties except at Jillian and Rafik's discretion. We will still retain some or all deposits where awful mess is left. Maggie and Imran to consider options for

Action

All, Pete

Pete,
Imran

Pete

Duncan

Margaret

Rafik,
Margaret

Jillian

security at these events and the quantity and types of parties we should allow and report back to the board.

- **Homework/Coding club:** Pete Duncan and Emily to meet to discuss the budget and management of the spending including this summer science project. Future of coding activity to be considered informally at the centre social next week.
- **Alcohol Licence:** At present our Designated Premises Supervisor (DPS) is still recorded as Suzie Miller. Agreed that Pete will request transfer of responsibility to the whole board. There is a charge of £23. Jillian to ask Rafik if he is willing to go on the next DPS training course. Normally we expect groups to get their own licences (i.e a TENS), but we need this for occasional events where we wish to be the licensee.

Maggie,
Imran
Pete,
Duncan

Pete

Funding bids

- **Veolia (Ventilation):** 3 estimates received and sent in. We have committed to funding any shortfall from centre funds (likely to be £400 but have said we will allow £1000 for contingencies). We should now get the grant. *Post meeting note – we have it!*
- **Reaching Communities** (Lottery fund): Pete will be working on this this month.
- **Local Connections** (Lottery fund): Bid submitted for £2,500 for women’s health activity. If successful, some will be considered for subsidising the Amal group. *Post meeting note – we have it!*
- **Magic Little Grants:** We have been awarded £500 toward the Beans project. This may also mean this year’s membership is free. Pete to check.

Pete

Pete

Staffing

- **Cleaners:** The new arrangements for party cleaning require us to recruit and train more cleaners. Jillian, Rafik to recruit. Pete to advertise on Nextdoor website.
- **Rafik:** Noted that with the centre reopening Rafik is taking on additional responsibilities. This needs to be monitored. Jillian is currently dealing with a formal complaint at stage 1 over retained deposit. Maggie to investigate a possible application for an apprentice, possibly together with another organisation and report back at the September meeting.
- **Rosie Chitty:** As well as being paid for sewing work with the Women’s Group she is volunteering to take on much of the group organisation.

Jillian,
Rafik, Pete

Maggie

AOB

None

Next meeting

Future meeting will continue on Zoom for the moment.

- **Tuesday 7th September 5:30**

All