

Minutes of Broomhall Centre Board meeting

Tuesday 14th September 2021

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

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

Apologies: Mavis, Andrew, Duncan

Minutes of previous meeting 2nd August 2021

Agreed.

Matters Arising

- **Premier Education Invoice:** this has now been paid.
- **Complaint:** Jillian reported that she had dealt with a complaint arising out of thrones being left at the centre. In the end while she felt that we were entitled to keep half the deposit it felt best for the centre and good relations to not keep it. The complaint did apologise for leaving them. The board agreed.
- **Apprentice:** Maggie has looked into the possibility of us employing an apprentice. Government guidance is not very clear about what they subsidise. She has found that training and managing one is a lot of work. Agreed that we do not pursue this at this time.

Other matters dealt with in the main agenda.

Websites

Pete reported back. Imran and he considered that Jack's was most likely the best tender in terms of cost and local knowledge. However, there were issues that needed to be resolved. Following a phone call Pete recommended that we go back to Jack to request a revised proposal based on the discussions we have had and we then consider the proposal at our next meeting.

Bookings and Activities

- **Parties/Cleaning:** Jillian and Rafik have now made changes required to the booking form, agreed with Patrick that he can do the extra hours and council cleaner, Fran, is also willing and we have the extra general bin and a new brown bin. We are now ready to implement the new arrangements. Some known and trusted groups will continue to do their own cleaning, but most parties will be charged an extra £75 for cleaning. They will still be expected to bag up rubbish, stack chairs and clear the kitchen of their equipment and left-over food. We will retain the right to dock the deposit if undue mess is left. To be reviewed in three months.
- **Homework/Coding club:** HWC is restarting this week. Jillian to discuss coding or other activities with Duncan. Imran suggested a survey of potential users to see what activity they want. Pete to raise this at the Broomhall Youth Forum.
- **Alcohol Licence:** Pete has applied. We await a response. Jillian and Rafik are considering his attendance at a DPS training course.

Finance

- **2020-21 Accounts:** Now signed and deposited with Companies House and Charity Commission.
- **Finance & Funding Group (FFG) Minutes:** Noted

Action

Pete,
Imran

Jillian,
Duncan

- **Budget Projection:** Noted. No issues but we are still getting many party bookings but we cannot be sure when they will end. Monthly rental income is now covering our core expenditure.
- **HERB Bank Account:** HERB have asked for their bank account to be merged with ours as another restricted fund. Agreed. Tony and Margaret to deal with arrangements.

Margaret

Funding bids

- **Veolia (Ventilation):** Work starts on 27th Sept. As well as putting up a plaque to show who funded it Jillian is intending to seek publicity which will enhance our reputation and may encourage other groups to use the centre.
- **Southall Trust:** Grant of £4,315 for a 3 month 12 hrs per week activities coordinator for Women & Health approved (well done Jillian).
- **Mayor's Fund:** Pete has submitted a bid for £5,000 to match against the Southall grant to extend the Activities worker for another three months.
- **Reaching Communities (Lottery fund):** This would be for a full time Community Development worker for 3 to 5 years. Pete has had substantial discussions about this but is recommending that we do not bid this round but instead work with potential partners to put up a better supported bid for the next round. will be working on this this month. Suggested that he also discuss this project with Isaac, Shipshape and St Andrews.
- **Local Connections (Lottery fund):** £2,500 awarded for women's health activity.
- **Magic Little Grants:** Beans project now completed but the MLG will be used to make a film of the whole project. This grant does not reduce our subscription to MLGs

Jillian

Pete

Jillian

Staffing

- **Cleaners:** Our existing cleaners are going to do party cleaning when required.
- **Rosie Chitty:** To be employed as Activity Coordinator at tutor rate. £15ph, 12 hpw for 3 months.
- **Ruth Oxley: *Post meeting note*** – *Ruth has had to stop volunteering. She has been thanked.*

AOB

None

Next meeting

The next meeting will be live at the centre.

- **Tuesday 5th October 5:30**

All

AGM

- **Tuesday 2nd November 6:00** following a short Board meeting at 5:30

All