

# Minutes of Broomhall Centre Board meeting

Tuesday 7<sup>th</sup> December 2021

## Meeting live at the centre

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

**Apologies:** Mavis, Ian

### New Board members

- **New member:** Amanda Smith: was welcomed and all members introduced themselves.
- **Co-options:** Sausan Sawaf has asked about being co-oped to the board. Agreed that she should be invited to the next few meetings following which the board and she decide whether she joins or not. Pete to send her details.
- **Awayday:** This is being considered. To be discussed again at the next meeting.

### Minutes of previous meeting 5<sup>th</sup> October 2021

Agreed. (No meeting was held in November)

*The agenda was rearranged at this point to ensure the most urgent business was covered before a member had to leave early.*

### Bookings and Activities

- **Rates:** Considered proposals for the rent review from the F&F Group. Agreed that discretion to reduce rates remains. Rates increases will apply from April 2022. Following discussion, the following standard rates agreed (*there are changes from the proposal submitted*).

<b>Charges for the hall per hr</b>	<b>Now</b>	<b>April 2022</b>
Monday-Friday daytime	£16	£16
Monday-Thursday after 5pm	£18	£18
Saturday, Sunday daytime	£20	£20
Friday-Sunday after 5pm	£25	£25
<b>For whole centre per hr</b>		
All times and days	£25	£25
<b>Party and Single charges</b>		
Monday-Friday (Party)	£150	£250
Saturday, Sunday (Party)	£250	£300
Party Deposit	£250	£250
Party Cleaning	£75	£75
Once off use of AV equipment	£20	£20
Regular use of AV equipment	£10	£10
Use of Kitchen	£12	£12
<b>Charges for classroom only per hr</b>		
Monday-Friday daytime	£11	£11
Monday-Thursday after 5pm	£11	£11
Saturday, Sunday daytime	£12	£12
Friday-Sunday after 5pm	£15	£15

The Party rates assume that users can start preparation for the event from 12:00 noon or after the last booked user's session finishes.

**Action**

Pete

All

<p>Noted that some regular users are not paying the full rate for weekday evenings. Margaret to check which they are and inform them that their rates will increase in April.</p>	Margaret
<ul style="list-style-type: none"> <li> <b>Parties:</b> We now have a substantial number of provisional bookings for January and February.            The decision to allow a party has been left to Rafik or Jillian without any clear rules. This is not satisfactory so Jillian has now produced a detailed questionnaire that must be completed by all groups applying for a party (if their proposed dates are available). The completed forms will be used by the Board to approve or reject all requests.            Amanda stated that she used paid security when she had a party at the centre. Jillian and Rafik to consider how or if we should recommend/require groups to hire their own security for parties.         </li> </ul>	Jillian, Rafik
<ul style="list-style-type: none"> <li> <b>Homework/Coding club:</b>            There are funding issues. The University has made it clear that they will no longer fund it. While funding is not secure the priority will be given to keeping the homework going rather than trying to restart the coding club. The following were identified as ways to get more funding:           <ul style="list-style-type: none"> <li>Will Mason and Katie Pruszyński have agreed to run a Crowd Funding bid.</li> <li>Duncan, Maggie and Pete to meet with Will to discuss other possible approaches within the University departments and student body.</li> <li>Pete to try and identify a contact at Hallam University</li> <li>Pete to consider other funders to bid to.</li> </ul> </li> </ul>	Pete Pete Pete Pete
<p>Duncan has contacted the Nether Green coding club (known to Imran) about a possible club leader. They would run the club at our premises for a fee, rather than work with existing coordinator. A joint approach would involve us advertising for an IT expert to work with Emily.</p>	Duncan
<ul style="list-style-type: none"> <li> <b>Alcohol Licence:</b> Pete has spoken to the Authority again. They have promised to email a copy of their approval.         </li> <li> <b>Reaching Communities:</b> Pete reported that he will only make a bid after we have done some significant local consultation with users and other local organisations and residents. The Youth Forum will fund the work to £6,500 (if they agree our work programme). Pete, Will and Mike Fitter to work up a proposal. Noted that Emily may be interested in some of this work.         </li> </ul>	Pete
<ul style="list-style-type: none"> <li> <b>Women’s Health:</b> Funding is running out in January. Rosie and Jillian have made a funding bid to the Council (for Rosie to run volunteer training) and are considering applying for a matched funding project with the Big Give. They will also look at other funding bids.         </li> </ul>	Rosie, Jillian
<p><i>(Duncan left at this point)</i></p>	
<p><b>Centre Manager Review</b></p>	
<p>Jillian presented a paper outlining issues from the review and proposals for improvement of arrangements. The following were agreed:</p>	
<ul style="list-style-type: none"> <li> <b>Hours and Pay:</b> Agreed that we increase his hours to 25 per week.         </li> <li> <b>Centre IT:</b> There is a need to rationalise this making better use of the Cloud. Agreed that Pete will ask Imran and Jack to consider options for this. Jack has submitted a revised estimate to deal with our websites but the internal IT issues are more urgent.         </li> </ul>	Jillian  Jillian, Imran, Pete
<ul style="list-style-type: none"> <li> <b>Other issues:</b> The review identified other issues:           <ul style="list-style-type: none"> <li>Booking process – questionnaire &amp; vetting by Board as above</li> <li>management of the kitchen – could we find a voluntary/paid “tidier”?,</li> <li>more daytime use – Board members asked to identify possible hirers</li> <li>building maintenance and improvement – e.g. decorating main hall</li> </ul> </li> </ul>	All

- fund raisers – e.g. Sunday evening concerts or film nights

We did not have time to resolve these so will return to them at future meetings.

### **Budget**

There were no urgent issues this month.

### **Christmas Party**

We have reluctantly cancelled this because of the new Covid variant. Jillian to inform all invited. WE will try and have an event in the new year.

### **Items not covered**

We run out of time so were not able to cover all items on the agenda. The following will be considered at our next meeting: Websites and Police (GoG) and revisit Jillian's paper re Review of Centre Management

### **Next meeting**

The next meeting will be live at the centre (unless Covid rules change)

- **Tuesday 4<sup>th</sup> January 2022**

All