

Minutes of Broomhall Centre Board meeting

Tuesday 1st February 2022

Meeting live at the centre

Present: Imran (chair), Pete (minutes), Margaret, Amanda, Sausan, Ian, Duncan, Maggie, Rafik

Apologies: Jillian, Andrew, Mavis

Minutes of 04/01/22

Agreed as correct.

Matters Arising (not on the agenda)

- **Policies:** Ian and Pete have agreed that our current policies on Whistle Blowing, Employee code of conduct and Bullying are satisfactory.
Pete to divide up policies between himself and Maggie for review. To come back to the board as acceptable or with proposed revisions during the year.

Building and IT

- **Basic Building issues:** Rafik introduced the following:
 - The broken sink has been fixed.
 - Jillian is seeking funding for painting. We will then consider volunteers to do the work.
 - Pete to contact Walker Telephone engineer to move the phone.
- **Audit of Centre IT:** Imran introduced the comprehensive report produced by Toby Wilson. Basically, our current systems are a mixture of out of date systems. His report suggests a large series of actions. Agreed that we cannot do everything at once, so we need to prioritise and become clear about exactly what is needed and in what order. We can then seek estimates for updating our systems. To establish our needs Emily and Rafik are the biggest users so their priority requirements must be established first. Duncan agreed to talk with Emily about IT needs including a move to Chrome books and the Cloud rather than use of laptops. Agreed that we need to be able to support up to 40 concurrent users.
Duncan (Emily) and Rafik to report back to Imran on needs and priorities. He will then put together a requirement document which can be used to go out to tenders.
Maggie suggested that costs could be very high. She will talk to contacts about whether the UoS IT or Comms department could be involved. Pete to start investigating possible funders.
- **Websites:** Pete has not taken this further at present as the centre IT has got to be priority. Our Broomhall website will continue at £350 per year.

Bookings

- **Party Vetting system:** This has now been in operation for a few months. Agreed that where Rafik considers a request to be uncontentious we grant him the discretion to approve on our behalf. However contentious requests will be submitted to **the Bookings Group**. Initial membership: Maggie, Amanda, Imran, Jillian and Rafik. All decisions to be expressed as Booking Group decisions. Group members may be expected to meet together and/or talk with party bookers sometimes.
- **Booking for "K"** (18 yr old birthday June). Concern over potential noise and security. Agreed Amanda to talk with her directly. She must employ security (and show proof of hiring) and control the sound volume. Amanda to report back to Rafik if she is satisfied or not.

Action

Pete,
Maggie

Pete

Duncan,
Rafik,
Imran

Maggie,
Pete

Maggie,
Amanda,
Imran

Amanda

- **Daytime bookings:** Pete has written to many. If any board members have other ideas for potential day time use let Pete know and he will send the flyer.

All

Activities and Funding

- **Homework Club:** Pete is working on the application to Church Burgesses (Education). The Crowd Funder (via Local Giving) has raised over £3,000 so far. Board members who have personal contacts can either send a copy of the funding request or tell Pete and he will email them.
- **Platinum Jubilee:** Agreed to have a main item on the March agenda.

Pete

All

Finance

- **FFG:** Minutes noted but decided to increase rent for upstairs by 20% rather than 10% in April. Margaret to inform Link Learning.
- **Budget:** Still looking good. Requested that projection to show how much of expected reserves will be unrestricted as this is key for future building related decisions.

Margaret

Margaret

Staff

- **Volunteer:** the person interviewed is not able to work with us. Jillian is continuing to advertise.

Next meetings

The next meetings will be live at the centre at **5:30** (unless Covid rules change)

- **Tuesday 1st March 2022**
- **Tuesday 5th April 2022**

All