

# Minutes of Broomhall Centre Board meeting

Tuesday 5<sup>th</sup> April 2022

## Meeting live at the centre

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

**Apologies:** Duncan, Ian, Amanda, Sausan

### Minutes of 01/03/22

Agreed as correct.

### Matters Arising (not on the agenda)

- **Policies:** Deferred to next month (sorry). 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.
- **Sleep Overs:** Carried over. Jillian to check our insurance/policies and with the Council.

### Building and IT

- **IT:** Imran presented the results of contacts. We have had two estimates which are very similar.

The following purchase decisions made:

- the essential one-off costed work (Infrastructure and migration),
- the laptop trolley and Chrome books
- the annual maintenance charge

We will go with ESP for the essential work and annual maintenance service.

Trolley and Chrome books we will directly purchase.

Imran and Pete to consider funding options which include Free Masons for work that will benefit the HW club. Council may provide some PCs and Laptops for free.

Essential works not funded by Free Masons to be funded from BHC reserves.

Imran was thanked for the very detailed and informative work he has done on this.

- **Decorations:** Imran presented detailed estimates or redecoration of the centre. The lowest quote is over £7,420 which we considered too much. The Council has said the work must not be done by volunteers. Jillian to challenge that. Imran to ask Global if they will work with volunteers.

Agreed the priority is to get the hall (orange and skirting boards) redecorated.

Imran to get a price for just this from Global. Work to be funded from BHC reserves.

- **Energy:** Rafik has provided the questionnaire, we are now awaiting the survey work.

### Activities and Funding

- **Homework Club:** Minutes of HW Group accepted. Agreed that in future HW and Coding activities are all to be included in the overarching HW club while recognising that some funding should be used just for HW sessions. Agreed to restart the Coding sessions for the summer term. Emily to be paid for 4 hours per week for 5 weeks preparation. Then she will manage the 10 sessions for the summer term being paid for 6 hours per week. She is negotiating with the "Coding and Cookies" University group to be paid to run the sessions. This should cost about £2,100. The Coding activity to be reviewed in the summer.

## Action

Pete

Jillian

Imran,  
Pete

Imran

Pete to update the Local Giving web site to show coding as part of the HW activity.

Pete

- **Women's Health:** Current funding will enable the club to run for at least another 6 months. Southall trust funds supported the club till last Feb and we have £8,000 in hand. Shipshape are now providing regular support (£750 a quarter until March 2023) and because of their requirements we are keeping detailed attendance records.
- **Volunteer Training:** Rosie has done the volunteer training which was very well received by the attendees.
- **Digital Access:** We have successfully been granted £2,500 which will enable us to employ Rafik to do sessions which we will advertise particularly for Gloucester, Dorset and the Hanover estate residents.
- **Platinum Jubilee:** The centre has been reserved for 2<sup>nd</sup> and 3<sup>rd</sup> June. Jillian and Rosie talking to user groups about doing taster sessions those days.

Jillian

### Finance

- **FFG minutes:** No issues.
- **Budget:** Unrestricted funds are healthier than they have been for some time. Our monthly income is projected to cover our basic running costs. This meeting has allocated some resource for redecoration and IT improvements.

### Staff

No issues.

### Next meetings

- **Tuesday 10<sup>th</sup> May 2022**
- **Tuesday 14<sup>th</sup> June 2022**
- **Tuesday 5<sup>th</sup> July 2022**

All