

## Minutes of Broomhall Centre Board of Trustees 10<sup>th</sup> May 2022

(actions underlined, cos I can't do clever columns like Pete)

Present – Jillian (chair and notes), Ian, Margaret, Amanda, Imran, Sausan, Mavis

Apologies – Pete, Andrew, Duncan, Maggie

Minutes – agreed as true record

Matters arising

- Policies – delay til Pete and Maggie in attendance
- Sleepovers – our insurance does specify “no element of residential or overnight stays”. Margaret will write to them asking if we can vary this for occasional sleepovers. Risk would be reduced by having specific risk assessment & we could charge them for additional insurance if necessary
- In relation to risk assessments, we confirmed that we do not insist that users have safeguarding policies but the lettings agreement requires them to consider it; Ian told us that the fire brigade have asked them to have water, gas & electric inlets accessible and signposted and that user groups would benefit from this too. BHC fire safety is via SCC, but Jillian will ask Rafik about this.

Board Membership

- Sausan formally accepted at Board Member. Jillian will ask Pete to update Charity Commission and Companies House
- Sausan is going to be our representative on the new Community Makers board (a project run by Ignite Imaginations in conjunction with Voluntary Action Sheffield). Jillian will forward information from them & meet Sausan to discuss details (can also look at the Board paperwork sent by Pete when she joined)
- We need to update website. Sausan & Amanda to provide short biographies and photo (optional) which Rafik can upload.
- In connection with Board membership, Ian reported that the Charity Commission now require all Board members to sign to say they have never been bankrupt/disbarred from office. Jillian to ask Pete to check we are compliant.

Building and IT

- Imran has confirmed quote for upgrade to IT with ESP (local company based on Edmund Rd). It will include moving from server to cloud system and email addresses for staff/officers/projects. Work should start in late June/early July, when we have had confirmation of funding from the Masons.
- Imran reported that SCC has told him we are top of the list of repurposed lap tops. We can apply for 5 at a time. They would like us to speak to a PR consultant to promote their project. Imran to contact Emily to set up linking with Homework Club.
- Decoration. SCC have agreed in principle that we can use volunteers. Imran is submitting risk assessment/method statement for approval. Will do the work at a weekend, probably in August when fewest bookings. Jillian suggested we could do a deep clean at the same time (e.g. steam clean chairs, clean inside of secondary glazed windows).
- Rafik is costing up materials. We plan grey/magnolia/white. Exact shades may depend on availability of fire-resistant paint.

### Activities and bookings

- Homework Club – Coding club will start on 23<sup>rd</sup> May, Emily's hours have increased to cover
- Women's Health – going well, funding sufficient at least until this autumn
- Digital Access – new drop in to start on Thursday mornings, funded by SCC Community Fund (from Housing & Neighbourhoods), Rafik will provide expert support; Jillian shared flier
- Platinum Jubilee – Jillian shared initial ideas which she is working up with Rosie (see attached). Imran to check possible DJ (post-meeting note, they are not available, we may be able to manage with sound system). Jillian will ask Enid Walker about decoration and discuss at Group of Groups (which was supposed to be responsible for spending Festival grant from SCC)
- Bookings going well and bringing in good income; Rafik is good at juggling bookings to fit in maximum usage (e.g., over Eid, when high demand).
- Community Cinema – organised by Emily and her friend Sarah. Restarts on Sunday 15<sup>th</sup> May and then every two months into the autumn. They use the hall rent free, but proceeds go to BHC. Jillian is willing to run a bar, which could make more money.

### Finance

- Margaret made a small correction to the FFS minutes: we are switching our water supplier from Business Stream to Unicom, who already supply our telephone and broad band (not electricity as per the minutes). Unicom have more user-friendly online billing systems.
- Budget is healthy
- Accounts – Margaret & Pete have divvied up jobs and are working through them

### Staff

- Emily has increased her hours from 5.5 to 13.5 hours/week to cover Coding Club; Rosie has increased from 8 to 10 hours/week in order to cover Friday activities as well as Tuesdays; Jillian putting through VAS payroll services as usual.
- Patrick is to become our new SCC cleaner – so he will do 4 hours paid by them and 5 paid by us, but it will be easier and more flexible for all concerned

### Next meetings

- Tuesday 14<sup>th</sup> June
- Tuesday 5<sup>th</sup> July