

# Minutes of Broomhall Centre Board meeting

Tuesday 14<sup>th</sup> June 2022

## Meeting live at the centre

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

**Apologies:** Duncan

### Minutes of 10/05/22

Agreed as correct.

### Matters Arising (not on the agenda)

- **Sleepovers:** Draft annex to the Letting Agreement for overnight stays presented and agreed. Maggie will add it when she reviews the Lettings policy documents. If people booking don't have own risk assessment template, show them ours. Need to add "occasional sleepovers" to SCC fire risk assessment in office file.
- **Utility Inlets:** Rafik is ensuring that at least two board members know where all of them are. Agreed we should ask Rafik to build up a map of the centre showing all inlets, switches and any other utility related items which can be pinned up in the centre for all users. Also agreed that we should label light switches so that users can be sure about their functions.

### Board Membership

- **Registering new members:** Pete reported that both Company House and Charity Commission have been updated.
- **Website:** We all need to ensure our descriptions are up to date on the website. See <https://broomhallcentre.com/trustees/>. Andrew, Duncan, Sausan and Amanda are currently not included. They need to write short descriptions and give Rafik a photo, if happy to do so, (or ask Pete to take one of you).
- **Youth:** It would be good to have a local young person involved in Board decision making. All members to consider if they know anyone who would be interested. Jillian to raise with Emily.

### Building and IT

- **IT upgrade:** Contractors are booked in for first week in July. Aspire will take old machines off us. Once we are ready Rafik and Pete to get them in to collect it all. They will destroy all data on them.
- **Email addresses:** Emails from Broomhallcentre.com are going to spam on some recipient's computers. Agreed we cannot resolve this until after we have had the new system set up. Then it will also be possible to give new Broomhall Centre email addresses to Rosie and Emily (and others in future). Can address at training session offered by contractors.
- **Laptops:** we have been donated 5 good machines from the David and Jane Richards Foundation. Imran will be asking for more in the near future.
- **Other equipment:** for the Homework Club should be purchased from the expected Free Masons grant. If this does not come through, we will purchase from Homework club funds.
- **Redecoration:** Paint and other materials will cost less than £2k. First session booked for Saturday 16<sup>th</sup> July starting at 12:00. We need at least 6-7 volunteers. If more we will do more.
- **Shipping Container:** The Girls Group would like to paint a mural on it. Agreed subject to Jillian getting permission from the Food Bank.
- **Energy:** The surveyors have now seen the centre.

## Action

Maggie  
Jillian,  
Rafik

Rafik

Duncan,  
Sausan,  
Amanda,  
Andrew  
All

Rafik, Pete

Imran

Imran

Jillian

## Activities & Bookings

- **Community Makers Conference:** Sausan represented the centre at this conference. It will be continuing to develop support and training for volunteers in the area. Agreed that Sausan should be our rep on their Board.
- **Homework Club:** Coding sessions have now restarted for this term with Elle as the leader. The club accepts DBS certificates granted for other related work if volunteers have them otherwise Emily organises them through YASY. Emily to ensure that Rafik and Duncan have an up-to-date list of volunteers with DBS status.  
The university has given a grant of £3k to produce a video of the club and have allocated 100 hrs of time for a student to run the project.
- **Women's Health:** Rosie has got a grant of £10k from Awards for All which will enable us to employ her for the rest of the year and to do more activities.
- **Digital Access:** Drop in sessions have not been well attended. Jillian and Rafik now considering other options including a more structured course.
- **Platinum Jubilee:** This went very well. Much thanks to all who volunteered in any way. We had over 300 attendees with about 50 stall holders and volunteers.
- **Bookings:** Continuing steady – covering basic costs.

Sausan

Emily

Jillian,  
Rafik

## Policies

Pete reported from meeting with Maggie. Agreed that during the next three months the following will be reviewed with the twin objectives of updating and rationalising them:

- Risk and safeguarding: Maggie
- Data Protection: Maggie
- Employment/Volunteers: Pete
- Lettings: Jillian and Rafik
- Finance: Margaret

Maggie  
Pete  
Jillian,  
Rafik  
Margaret  
Pete

Pete to check Homework volunteers' policy with Emily. DPS authorisation no longer needed.

Following this work Pete will allocate the next set for review. We will ensure all policies are reviewed every two years.

Pete

## Finance

- **FFG minutes:** No issues. Date of next meeting changed to 27<sup>th</sup> June
- **Budget:** Still looking satisfactory.
- **Annual Accounts:** All papers are now with VAS for their inspection.

## Staff

Agreed that we should review pay levels for Patrick and Rafik.

- **Patrick:** is paid on LA rates. Pete to establish how these should have changed this year. He is now also employed to work with the centre by the Council. We should at least match what they pay.
- **Rafik:** His responsibilities have increased. He is not on a LA scale so Jillian and he will discuss and come back with a proposal. We should then put him on the appropriate LA rate.

Pete

Jillian

## Next meetings

- Tuesday 5<sup>th</sup> July 2022
- August – no meeting
- Tuesday 6<sup>th</sup> September 2022

All