

Minutes of Broomhall Centre Board meeting

Tuesday 05th July 2022

Meeting live at the centre

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

Apologies: Duncan, Mavis

Minutes of 14/06/22

Agreed as correct.

Matters Arising (not on the agenda)

- **Utilities and Switches:** Mapping inlets, switches etc deferred to next month. Noted that mapping could be added to existing fire alarms map in the corridor. Jillian and Rafik to take this on.
- **Policy Reviews:** Maggie, Pete and Margaret reported some progress. Considered how to deal with review results. Agreed that reviewers should create new drafts with changes highlighted and pass to Pete. Pete will then bring all to a Board meeting for review and agree them. We will then allocate another group of policies. All policies to be reviewed every two years.
- **Website Biographies:** Duncan has written but needs photo, Amanda, Sausan, Andrew still to do theirs. Others may want to revise theirs. All to be sent to Pete.
- **Youth on Board:** Jillian to discuss with Emily.
- **Shipping Container:** Food bank have given permission for girls group to paint as long as background is green. Design will be done with Ignite Imaginations.

Building and IT

- **IT upgrade:** Work has started. Imran will book a training day with EPS for all who need to know.
- **Redecoration:** Paint provided by Johnsons at a discounted price. Painting workshop booked for Noon-5pm Saturday 16th July. Sausan and Jillian to arrange refreshments. Hall curtain is not fire resistant so must be replaced.
- **Energy Report:** Report received. Does not analysis high electric usage. Margaret to pass details of suppliers to Imran who will find out if we can have access to detailed time sensitive usage data. Agreed we should look at modernising radiator controls.

Activities & Bookings

- **Homework Club:** 12 children attending coding club being run by Elle on short term contract. Agreed the HW Club Group should meet to discuss future of the Coding sessions and consider other activities and DBS certifications. Maggie to convene the Group Sausan to join the HW Group. 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:** Considering expanding to include a meal each week. Will take a break in August but will have some outings.
- **Digital Access:** Deferred to next month.
- **Bookings:** Continuing healthy.

Finance

- **FFG minutes:** No issues.
- **Budget:** Still looking satisfactory.

Action

Jillian,
Rafik

Maggie,
Margaret,
Jillian,
Pete

Amanda,
Sausan,
Andrew

Imran

All
Sausan,
Jillian

Margaret,
Imran

Maggie

- **Annual Accounts:** VAS have started work on these.

Staff

- **Pay review:** Deferred to next month. NJC (Local Authority) rates for April have not yet been agreed. Jillian to discuss options with Rafik.
- **Volunteers:** We have had two enquires for finance volunteer. Jillian and Margaret to follow up.

Jillian

Jillian,
Margaret

AOB

- **Away day:** agreed we should have an informal half day in mid-August. Jillian to decide on date.

Jillian

Next meetings

- **August – no meeting**
- **Tuesday 6th September 2022**

All