

Minutes of Broomhall Centre Board meeting

Tuesday 06th September 2022

Meeting live at the centre

Present: Jillian (chair), Pete (minutes), Imran, Margaret, Amanda, Mavis

Apologies: Duncan, Maggie, Andrew, Sausan, Ian

The meeting dealt with Building issues first as Imran had a second meeting to attend.

Minutes of 05/07/22

Agreed as correct.

Matters Arising (not on the agenda)

- **Utilities and Switches:** Rafik is currently working on the map. This led to discussion of a notice showing all Board Members. Agreed we should do this. Photos needed from Amanda and Duncan. Pete to arrange photos.
- **Policy Reviews:** No progress reported. Pete to pull these together for the next meeting.
- **Website Biographies:** Duncan has written but needs photo, Amanda, Andrew still to do theirs. All to be sent to Pete.
- **Youth on Board:** Jillian still to discuss with Emily.

Staff

- **Pay Review:** The review report accepted:
 - **Patrick:** no decision yet as we do not know whether he will be taking the main cleaning job or not and we do not yet know what the Council pay rise will be. When agreed we will match with the main job (if he takes it) and backdate the rise to April.
 - **Rafik:** Agreed to increase his pay rate to £10.89ph and increase his hours to 30pw starting with September. Jillian to inform VAS.
 - **Others:** No changes recommended.
- **Volunteers:** We now have a new finance volunteer Sam Finnegan. She will be invited to Finance Group meetings.

Building and IT

- **IT upgrade:** Infrastructure and data migration work completed. Support starts on 5th September. Imran to sign the contract on our behalf. This gives us support for two computers and all chrome books. Trolley will be purchased next week. Pete to ask Jack for fresh quote on redesigning website and Imran to ask ESP to bid for hosting the two websites.
- **Redecoration:** Imran will organise another session to complete the work with help from volunteers from local firms.
- **Energy Report:** Jillian has organised for the surveyors to come back to provide more detail. SCC will fund 50% of recommended improvements (e.g. LED lights) but only if total cost is over £2000 and completed by March 2023. Imran has talked with the council officer who manages energy (Chris Trotter). They will give us what details they have. If this is not sufficient to do an analysis, we will ask for the cost of half hour readings.

Action

Rafik

Pete

Amanda,
Andrew
Jillian

Jillian

Pete

Pete,
Imran

Imran

Activities & Bookings

- **Homework Club:** The Homework Club group has met (*their report attached*).

They have decided to separate the younger from older ones to give them more focus. They will also exclude the under 8s. They are recommending a separate coordinator for the coding sessions.

Agreed that the HWC Group can decide how best to run the club within the budget they have, including employing an additional person alongside Emily. If they want more financial details Pete to assist.

HWC
Group

- **Awayday:** Event was successful. Led to discussion of new activities for the centre. Mavis suggested that we should revive the Broomhall Carnival. Agreed this would be good but that we cannot do it without a manager/volunteer coordinator who will take on lead responsibility. Agreed to consider another part time post (in addition to Rosie) after the start of the Food Cycle lunch club.
- **Food Cycle Lunch Club:** We have commissioned this organisation to run a lunch club at the centre. They wish us to assist in finding volunteers and customers. Pete and Jillian to do some door knocking and leafleting. The club is due to start at the end of September.

Pete,
Jillian

Finance

- **FFG minutes:** Miracle Church have still not paid and have had various letters and invoices. They are now 3 months behind. Agreed that if they do not pay they will not be able to use the centre. Pete to meet up with Paster John to find out what the problem is and to give them one week's notice if they do not start to pay. Margaret to send Pete all details.
- **Budget:** Still looking satisfactory. Margaret to consider fuel bills to see if we are making sufficient income to cover them and to increase activity or employment.
- **Annual Accounts:** Pete to find out when they will be ready. Once we know this we will fix the date of the AGM.

Pete

Margaret

Margaret

Pete

Next meetings

- **Tuesday 11th October 2022**

All