

Minutes of Broomhall Centre Board meeting

Tuesday 11th October 2022

Meeting live at the centre

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

Apologies: Duncan, Maggie, Sausan, Mavis

Minutes of 06/09/22

Agreed as correct.

Matters Arising (not on the agenda)

- **Policy Reviews:** Deferred to next month.
- **Pay review:** Rafik's implemented. Patrick still awaiting employment by the Council contractors. Amanda to talk with Patrick.
- **Plan of Utilities and Switches:** Rafik still working on this.
- **Website and Noticeboard Biographies:** Pete to ask Duncan for photo. Andrew has submitted profile. Amanda still to do hers.
- **Youth on Board:** Jillian still to discuss with Emily.

Building and IT

- **IT upgrade:** Accepted ESP's tender for managing both the centre and Our Broomhall websites. Jack invited to submit a tender for updating the centre website and linking it to Our Broomhall site plus support training. Pete to send him details. Laptop trolley has arrived. Pete to ask Rafik about locking it. Thanks to Imran for getting 5 new laptops from the David and Jane Richards Family Foundation.
Pete and Rafik to organise old kit to Aspire for data deletion and reuse.
- **Redecoration:** Deferred for the present.
- **Energy Report:** Following review of proposals agreed that solar panels will not work for us. The smaller items Rafik will continue to get the Council to do some of them as part of their general maintenance work. Jillian will continue to push for the hall windows to be replaced through funding from CIL.
We now have paid to get ½ hour details of gas and electric usage. Access is expected very soon. Imran is managing this.

Activities & Bookings

- **Homework Club:** The HWG has met but have not yet been able to get the Coding sessions going again. Also, secondary school pupils are finding that there are many primary age children, so the atmosphere is not conducive to working. Agreed that Pete will discuss these issues with the HWG and assist in starting the recruitment of a coordinator for the Coding club to work alongside Emily.
- **Food Cycle Lunch Club:** Has now started. There has been good attendance and users and organisers are happy with it. Agreed to extend the session to 4pm as a warm place. Rosie has volunteered to support this additional time. Pete to register it as a warm place with VAS.
- **Skills and Employment project:** Andrew has successful bid for £1,500 from the Community Fund to extend the TARA project to include one day a week at the centre. Andrew, Abdi and Rafik to agree which day (of Mon, Thurs or Fri, 10am – 4pm). We considered linking with the food bank or the Friday

Action

Amanda
Rafik
Pete,
Amanda
Jillian

Pete

Pete, Rafik

Jillian

Imran

Pete, HWG

Pete

Rafik

conversation sessions may work well. £1,200 will be used for Abdi wages. BHC will charge £300 for building usage and other support. Jillian and Rafik to consider whether the digital access activity should be linked to these sessions.

Jillian

Finance

- **FFG minutes:** Miracle Church have now left the centre. The currently still owe one month's rent. Margaret has written to them.
- **Budget:** Still looking satisfactory.
- **Annual Accounts:** Final amendments being made by VAS.

Any Other Business

- **Sunny Bank meeting room:** This building is to reopen as a youth centre. We may be able to pass bookings to them when we cannot accommodate them.
- **Link Learning:** Are incorporating as a Community Interest Company (CIC). They are requesting that we be their "Asset Lock Body" This would mean that if they close for whatever reason their assets will pass to the centre. Agreed. They are also looking for a BHC board member to be on their board. Nobody volunteered. It can be considered again at a future meeting.

All

Next meetings

- **Board: Tuesday 8th November 2022 5:30pm**
- **Board & AGM Tuesday 6th December.** A short Board at 5:30 followed by the AGM at 6:00.

All

All