

Minutes of Broomhall Centre Board meeting

Tuesday 8th November 2022

Meeting live at the centre

Present: Imran (acting chair), Pete (minutes), Maggie, Margaret, Andrew, Mavis, Duncan

Apologies: Sausan, Jillian, Amanda, Ian

Minutes of 11/10/22

Agreed as correct.

Matters Arising (not on the agenda)

- **Policy Reviews:** Deferred to next month.
- **Pay review:** Mavis (or Amanda) to check with Patrick whether he has ow go the Council job
- **Plan of Utilities and Switches:** This has been done and will be displayed.
- **Website and Noticeboard Biographies:** Duncan' photo taken. Only Amanda's needed now. Pete has written to her.
- **Youth on Board:** Jillian still to discuss with Emily.

Building and IT

- **IT upgrade:** Old kit has gone to Aspire. Imran to talk with ESP about moving from .COM to .ORG. Pete to talk with Jack to request the update of BHC web site and linking with Our Broomhall site in early next year. Cost to be finalised but will be between £2-£3k.
- **Redecoration:** Deferred for the present.
- **Energy Report:** Jillian has made a bid to CIL for new windows.

Activities & Bookings

- **Homework Club:** Two sessions have had to be cancelled due to illness and other responsibilities. Emily is currently deciding on the future role she wants. Duncan and Pete to meet with her. Jillian to have an initial discussion with Link Learning about possible roles dependent on what Emily wishes to be responsible for.
- **Skills and Employment project:** This will run on Thursday mornings. Complemented by Rafik running Digital Access sessions. TARA will invoice us monthly.
- **Food Cycle Lunch Club:** Continues successfully. We have now started and registered as a "Welcome Space" up till 4pm. Rosie will manage this. We have been granted £500 by St Marks which will be allocated here together with our successful Magic Little Grant of £500.
- **Christmas and New Year bookings:** We agreed the 24th December afternoon booking but decided that we would not allow a booking on New Year's Eve as the potential for problems when board and staff members are away is too much of a risk.

Finance

- **FFG minutes:** Minutes accepted. Miracle Church have paid all outstanding debts. Agreed that Margaret should open an instant access (auto transferring) savings account.

Action

Mavis
Amanda

Amanda

Jillian

Imran
Pete

Duncan,
Pete

Andrew

Rafik

Margaret

- | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| <ul style="list-style-type: none"> • Budget: Margaret presented current financial forecast which is still looking satisfactory. Electric bills are down as the server has been replaced. | Pete Jillian |
| <ul style="list-style-type: none"> • Annual Accounts: Accounts approved. Pete to ask Jillian to sign and return copies to VAS. The VAS audit team are all leaving to start a new company and VAS are not replacing them. The new company (Seven Hills Accountancy) have stated that they will continue to work on voluntary organisations accounts at a similar price to that currently charged by VAS. Agreed that we will recommend using Seven Hills Accountancy as our auditors next year. | Margaret |
| Any Other Business | |
| <ul style="list-style-type: none"> • AGM: Amanda (new volunteer) has sent out invites and requests for a short presentation to all user groups and to all previous bookers from a list provide by Rafik. Pete to send invites to the older mailing list and funders who have asked to be involved.
Jillian to arrange tea and cake refreshments. | Pete
Jillian |
| Next meetings | |
| <ul style="list-style-type: none"> • Board & AGM Tuesday 6th December. A short Board at 5:30 followed by the AGM at 6:00. | All |
| <ul style="list-style-type: none"> • Provisionally agreed 10th January to be reviewed in December as Sausan may not be able to make Tuesdays. | All |