

Minutes of Broomhall Centre Board meeting

Tuesday 10th January 2023

Meeting live at the centre

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

Apologies: Sausan, Duncan, Amanda, Mavis

Minutes of meeting 8th November 2022

Approved with one amendment. The Coop bank do not provide automatic transfer between current and deposit accounts.

Minutes of meeting 12th December 2022

Approved

Matters arising

- | | Action |
|---|----------------|
| <ul style="list-style-type: none">● AGM Review: Generally, very happy about it. Pleased that users praised Rafik. Useful comments and suggestions from users. | |
| <ul style="list-style-type: none">● Policies review: This has been deferred a few times and we have still not completed it. Agreed:<ul style="list-style-type: none">○ Pete to finalise Lettings related policies (based on work done by Jillian). | Pete |
| <ul style="list-style-type: none"><ul style="list-style-type: none">○ Pete to finalise Finance Policy (based on work done by Margaret) | Pete |
| <ul style="list-style-type: none"><ul style="list-style-type: none">○ Maggie to do drafts of Risk, Safeguarding and Data Protection policies and send to Pete. | Maggie |
| <ul style="list-style-type: none"><ul style="list-style-type: none">○ Pete to do a simple review of each remaining policy paper and update them as required. | Pete |
| <ul style="list-style-type: none"><ul style="list-style-type: none">○ Pete to put up dates policies on Google Drive: Governance/Policies and Procedures/ and update the summary list. | Pete |
| <ul style="list-style-type: none">● Website Biographies: Pete to pass Duncan's photo to Rafik for inclusion on the website. Amanda to be reminded that her biography information and photo still needed. | Amanda |
| <ul style="list-style-type: none">● Youth on Board: Carried over. | |
| Building and IT | |
| <ul style="list-style-type: none">● IT work: Imran reported that he thinks Jeremy has made the required changes to give us direct control over all IT. He has to confirm with ESP. <i>(Post meeting note: it was established that Jeremy has not actioned. Imran and Pete to look at other options to reach out to Jeremy or engagement with Unlimited Webhosting. Imran has agreed with ESP Projects to hold invoice until the project is fully finished.)</i> Once confirmed Pete to alert Jeremy that he may still be paying for the site access. | Imran,
Pete |
| <ul style="list-style-type: none">● Updating the webpage: Jack has sent an estimate <i>(Post meeting note: The estimate had arrived but had gone to Junk so Pete incorrectly reported that it had not been received)</i>. Once Imran is happy with the Jeremy's changes Pete will organise an initial meeting with Imran, ESP, Rafik and Jack. | Imran,
Pete |
| <ul style="list-style-type: none">● Redecoration: Carried over | |
| <ul style="list-style-type: none">● CIL Application: Carried over. Jillian to chase. | Jillian |
| <ul style="list-style-type: none">● Pool Table: Thanks to members of Welcome Space for repairing it. | |

- **Management Agreement with SCC:** The original agreement has time lapsed. Jillian to request a new one.

Jillian

Activities

- **Homework Club:** Transfer to Link Learning (LL) now complete. They will be running the first sessions during January. Pete to inform LL that the leader (Rebecca Emerson) should have an enhanced DBS check. Others volunteering only need a standard DBS. Pete to inform LL.
- **Food Cycle and Welcome space:** Food Cycle are currently trying to recruit more local volunteers as chef and welcomer. Now being attended by 20-30 people each week. Pete to do a sticker to attach to Lunch Club leaflet to include Welcome Space. These can then be distributed.
- **Sheffield Community Makers:** This organisation provides volunteers to do creative activities. Noted as we do not have an immediate project that could use them. VAS now runs volunteer supporter meetings. Jillian will attend.
- **Cinema:** Vic Lyne has volunteered to start this again with first screening on Sunday 5th Feb. Jillian and Margaret are dealing with the return of £400 float which the previous organisers had. Arrangements for future screenings will be that the centre will provide resource to hire the film. Jillian will run a bar and all income will be passed back to the centre.

Pete

Pete

Jillian

Jillian,
Margaret

Staffing

Emily has left. VAS has been informed.

Finance and Funding Group 28th November 2022

- **Minutes:** accepted.
- **Water:** previous supplier has overcharged. Margaret chasing.
- **Employment Project with TARA:** Andrew will invoice for this each month.
- **Performing Rights Society:** Their invoice based on the centre income. Seems too large so Margaret is negotiating for a reduction from £900 to about £400.
- **Deposit Account:** Margaret has set this up. Meeting attendees thanked her for all her work on this and other issues.
- **Women's Health:** Jillian is keeping track of income and spending (details attached). Cost about £1,000 per month. We have sufficient resource to last till June 2023. So further funding must be applied for.
- **Welcome Space:** Costing about £300 per month. Will need more funding by June 2023.

Margaret
Andrew

Margaret

AOB

- **Linsey Taylor-Auad:** It was reported that Linsey, a long-term Broomhall resident, volunteer and Broomhall Centre Board member, has died rather suddenly. Agreed we will be involved in a gathering organised by St Marks.
- **BHC gathering:** Agreed that we should do something at the centre for all our works, volunteers and the Board in the springtime.

All

Next meeting

- **Tuesday 7th February at 5:30pm.**

All