

Minutes of Broomhall Centre Board meeting

Tuesday 7th February 2023

Meeting live at the centre

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

Apologies: Sausan, Duncan, Imran

Observer: Diane Gibbins

Welcome

Members welcomed and introduced themselves to Diane.

Minutes of meeting 10th January 2023

Approved

Matters arising

- **Biographies/Notice Board:** All biogs and photos received. Rafik is finalising the web page. Notice can now be done by Rafik.
- **Youth on Board:** Carried over.

Policies

Pete reported back on review of all policies. Latest versions are now held on **Google Drive/Governance/Policies and Procedures/** where an index is available. The following further actions agreed:

- **Data Protection:** Imran to be asked if he is willing to be the “Designated Officer”. Pete to work on “Register of Systems” with ESP.
- **Risk Management Form:** Maggie, Jillian and Rafik to complete this form for the whole centre. A blank template to be provided to user groups for them to carry out their own risk assessment for their activity.
- **Safeguarding:** Pete to respond to Duncan’s concerns and redraft the policy. In relation to our responsibility for user groups DBS checks the policy states:
“Groups and individuals hiring the centre are responsible for their own safeguarding policies and practices. The centre has the right to refuse a letting if it is concerned that they have not taken appropriate safeguarding measures.”

This sets the limits to our responsibilities. We did agree, however, to ask to see Foodcycle’s safeguarding policy and Jillian will check we have a DBS for Rosie, who runs two BHC projects both dealing with vulnerable people (Women’s Health and Welcome Space)

- **Funerals:** Pete and Rafik to ensure prices are correct.
- **Health and Safety:** Jillian agrees to remain the Board representative for this area. Pete to update insurance information. Margaret to send Pete the policy number.
- **Homework volunteers:** Agreed that is no longer a BHC policy. It has been passed to Link Learning.
- **Whistleblowing:** Andrew agreed to being the Designated Officer.
- **Contract of Employment:** Jillian and Pete to consider in relation to exiting staff.
- **Website:** Agreed that Rafik should replace website policies with the updated versions. No additional policies to be put on the website.

Action

Rafik

Pete

Maggie,
Rafik, Jillian

Pete
Duncan

Jillian

Rafik

Margaret

Jillian, Pete

Rafik

Building and IT

- **IT work:** Jeremy has passed password and control of the website to the centre. We now have control over all web and email.
- **Updating the webpage:** Contract for updating agreed with Jack. Initial meeting for Pete, Imran, ESP, Rafik, Jillian and Jack has been arranged.
- **CIL Application:** Jillian continues to chase.
- **Management Agreement with SCC:** The original agreement has time lapsed. Jillian continuing to chase the Council for a new one. Suggested that it could be time unlimited with a withdrawal clause.

Pete, Imran,
Jillian
Jillian

Jillian

Activities

- **Homework Club:** Small numbers at present – LL are rebuilding it. We will be invoiced from the CIC to avoid VAT.
- **Food Cycle and Welcome space:** Going well. They are establishing new team leaders. It is linking with the Welcome Space which Rosie supports.
- **Cinema:** First presentation went well with about 30 people present. The technology needs to be improved. In future passageway light should be switched off and heating kept on longer
- **Cadent Gas:** Have offered us up to £50k per year to support welfare rights work. They are already working with the Israac centre. This offer seems too good to refuse but developing and supporting this large a project needs careful consideration. Agreed that Maggie, Jillian and Pete will meet with Cadent to discuss details and bring back ideas to the next Board.

Maggie,
Pete, Jillian

Staffing

Patrick to be paid whatever back money is agreed that will be the minimum 2022 pay award. Rest to be paid once the award is agreed. Pete to find out the exact amount.

Pete

Finance and Funding Group 31st January 2023

- **Minutes:** accepted.
- **Budget Forecast:** finances are currently in good order.

AOB

- **Linsey Taylor-Auad:** Her family have booked the centre for 11th March for an event. Board members will be involved.

All

Next meetings

- **Tuesday 7th March at 5:30pm.**
- **Tuesday 4th April at 5:30pm.** (Jillian will be away)

All