

Minutes of Broomhall Centre Board meeting

April 4th 2023

Meeting live at the centre

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

Apologies: Jillian, Maggie, Duncan, Sausan

Minutes of meeting Tuesday 7th March Approved

Matters arising

- **Policies review:** Pete reported almost all policies now updated and placed on Google Drive for all to see. Agreed that the Chair can now sign them off.

Action

Jillian

Building and IT

- **New Website:** Jack has started work on this. Pete and Rafik have started work on content and will continue during April.
- **CIL Application (Double glazing):** Grant of £14,705 received but CIL have been informed it will not be sufficient. Imran reported that we are getting two estimates from Council approved suppliers. Planning permission was granted in 2018 for this work using plastic frames. We are hoping that plastic will still be allowed as it is much cheaper than wood. We will also need to Building Regs approval.
- **Redecoration:** Cadent are offering volunteers to decorate the classroom. Jillian will deal with this.
- **Management Agreement with SCC:** Jillian still chasing.

Pete, Rafik

Jillian

Jillian

Jillian

Activities

- **Homework Club:** Sam's first term report accepted. Main issue is increasing numbers of secondary students attending. Meeting recommended that Sam make more contact with informal youth activity as well as schools. Amanda volunteered to talk with Sam about school contact. Pete to write to him.
- **Cadent Advice Project** Pete presented a summary of discussions with Cadent and Sheffield Citizens Advice (SCA). Basic proposal 4 hrs per week of video access to a 17hr pw fully trained advice worker from SCA (£29k) supported by a 15hr support worker (£10.6k) employed by us at the centre. £7k for centre rent and £3.4k for outreach and special projects. Cadent has agreed our proposal. Board agreed the proposal. Jillian is negotiating the SCA cost. Pete to discuss confidential recording of users and activities with ESP. Project initially funded for 2 years and could start in June. Cadent and SCA will provide training for Support worker. Jillian, Maggie, Pete and Rafik are managing this development at present. We recognised that this project will result in additional and new work for Rafik so he should be paid at the same rate as the Support Worker.

Amanda
Pete

Jillian,
Maggie,
Pete, Rafik

Bookings

Jillian had to meet with a potential party booker. She explained our priority for local groups and concern about noise. The party booker accepted our refusal.

Finance

- **Finance and Funding minutes** of meeting March 23rd noted.
- **Forecast:** Looking as if we will continue to break even over the next six months. Next month Margaret will do the forecast assuming 5% pay awards for this year.
- **Rent and salary review:** to be put on agenda for the May meeting.

Margaret

All

Staffing

- **Volunteer:** Jillian reported we have a new creative volunteer for the welcome space sessions. Rosie with supervise and support.
- **Pay review:** will be discussed next month.

AOB

- **Muslim and Jew Tour:** This has been booked for May. The organisers have alerted us to the possibility of two groups that may object. Agreed that we support the event going ahead in the interest of free speech and open debate. The organisers to be asked to inform us of how they intend to deal with any disruption that might occur.
- **Film Night:** Noted that the next night has been postponed because of technical issues. We had no information about how the issues will be solved. Rafik and Vic are dealing with this.
- **Coronation:** the centre has been booked for Coronation Sunday by the Green Party. They intend to have stalls, music and food at an event open to the community.
- **Hanover TARA:** Thanked Jillian for contacts that have led them to getting £7k funding.

Pete

Rafik

Next meeting

- **Tuesday 9th May at 5:30pm.**

All