

Minutes of Broomhall Centre Board meeting

January 14th 2025

Present: Jillian (chair), Pete (minutes), Margaret, Duncan, Imran, Mavis, Amanda

Apologies: Maggie, Tesfa

Actions

Minutes of previous meetings: November 5th approved. No matters arising not on the agenda.

Critical Incident Report

Report by Jillian re Rafik's accident accepted. The following were agreed:

- Report to be filed as part of Rafik's employment file. Jillian
- Noted we now have an Accident Book. Rafik to ensure that all staff and leaders of user groups know about it and enter records of all accidents that occur during the time at the centre. Rafik to monitor compliance. Rafik
- Rafik & Kate to do first aid and working at height training. Kate to investigate what is available. Kate
- Pete to review our Health and Safety policy. Pete
- The incident has highlighted that the centre would be at significant risk if the centre manager was off sick for an extended period. This will need continued discussion at both Building and IT sub and Board. Imran, Jillian

Board Development

Jillian and Pete met up with three people wishing to have greater involvement with the centre. One has joined the local group involved in planning issues. All three will join Community Reference Group that Kate will run. One person (Leilah) has been invited to observe to 2 Board meetings after which she and we will decide on co-option.

Jillian has stated that she intends to resign as Chair at our next AGM.

Kate

All

SCC Case Study

Sue Herrick has now been appointed to report on three SCC owned community facilities including BHC. She has met with Jillian and Kate and has been passed annual reports since 2016. She is asking SCC if they would support her to facilitate an "away day" for the Board as part of the project. An option would be for us to pay her ourselves – she will have a good insight into how we work and is committed to our future success.

Staffing issues

- **Appraisals:** Rafik – Due in March to be done by Jillian and Imran. Kate – Due in February to be done by Jillian and Amanda.
- **Sick Pay Contract Change:** Proposals in the draft report accepted with change to 2 months full pay and inclusion of the existing clause that absences separated by 8 weeks or less are counted as one. Jillian to do a final draft and then give our employees copies as an addendum to their contracts.

Jillian,
Imran,
Amanda

Jillian

Finance

- **Finance and Funding Group:** minutes noted.
- **Samba Band:** Invoices have not been paid since May24. Jillian to knock on group leader's door (she lives locally). *Post meeting note – cheque has arrived!*
- **Budget:** Still in good order. Noted that we now have regular bookings for most of the time slots which makes projecting income more secure.

Building and IT

This group has not met since the last Board but is planning to meet in the near future.

- **Solar Panels:** SCC will most likely have grant money available for this work from April. So Imran proposed that we get a structural survey done ASAP and (if successful) we start getting estimates for the work so we are ready to apply when money is available. Approach and costs for the survey agreed (likely to be about £500)
- **AV System:** Rafik has spoken with ESP. Imran to ask him to get other estimates as well.
- **Website:** Margaret has raised concern that we are paying both ESP and Unlimited for websites. Imran it currently trying to establish if this is correct or not. Imran working with Rafik & Jack to resolve admin rights; Kate is happy to update content and is better placed than Rafik with regard to comms.

Imran

Imran

Rafik

Imran

Support@BHC

We have still not heard back from Cadent in response to our bid for additional funding. The project will finish at the end of June 25 unless Cadent can fund it further. At our last Board we committed to increasing Kate and Abdi's time by 6 hours per week. Without additional funding from Cadent the rental income this year will be reduced by about £4,500. Jillian to contact Phil Burrows (Cadent supra-regional officer) to see if they will raise this year's budget and indicate that money will continue beyond June 25 and March 26.

Jillian

Homework Club

Sam's report for Autumn term accepted – thanks for that.

- **Funding:** Pete reported that we currently have £14,300 restricted funds available from April. The club costs nearly £5k per term. Pete must start fund raising again in May.

Pete

Activities

- **Women's Health/Welcome space:** funding bids are in with Southall and Awards for All, but we may not hear until we are almost out of funds. Pete to research other possible funding sources.

Pete

- **SHU Research Project:** Hallam University has been funded to do research into community togetherness. Pete has written to them to ask for involvement. So far we hve heard nothing back from SHU.
- **Sewing Machines:** Board members reminded to dig out machines that will be well used at the centre.

All

Next meetings

- **Board Meeting 11th March 5:30 at the Centre**

All