

Minutes of Broomhall Centre Board meeting

March 11th 2025

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

Apologies:

Actions

Building and IT *(taken first as Imran had to leave early)*

- **Additional Computer:** Agreed that we should purchase a desk top machine with all the set up and support added to the ESP contract for £1k. Agreed we should review the ESP managed service contract in September. Imran to contact ESP.
- **AV Equipment:** Agreed to go with Scratch Music approach. This will involve them testing the existing projector first. If it works they will improve its connectivity, and simplify our sound system controls for £3,960. If the projector does not work it will cost about another £7,000 for a new one. Pete to commission them.
- **Solar Panels:** Imran is getting a structural survey as the first step.

Imran

Pete

Imran

Minutes of previous meetings: January 13th approved.

Matters Arising

- **Critical Incident follow up:**
 - **Health and Safety Policy:** Pete to circulate with the minutes
 - **First Aid training:** Rafik, Kate and Abdi to go on St Johns course at £234 per person.
 - **Back up for manager sickness:** Rafik is writing a paper on this.
- **Board Development:** Jillian retires as chair and as a board member at our next AGM. She will provide the new chair with support as they get into the work. We were provided with a paper about what the chair currently does. This includes strategic work, supervision, funding and practical tasks.

Pete

Rafik

The meeting felt that this is combining too many responsibilities so we should look for some separation into two roles. From Margaret's projection of unrestricted funds we seem to be making an average surplus of nearly £2k per month which means we could consider employing a more senior post for a day or so per week to manage HR issues and support and to lead on funding thereby focusing the (unpaid) chair's role to strategy and overview.

We can consider local people for the chair role – all to give it thought (including board members volunteering). If that fails, we can advertise via the Volunteer Bureau and LinkedIn.

Jillian and Imran to consider developing a job description for the "more senior post" which can be considered at our May Board. We will discuss whether to make the new post fixed term or not.

Jillian,

Imran

Jillian stated that she will support Kate to convene the Community Reference Group.

Jillian

Jillian reported on the SCC case study. Sue Merrick has completed a draft, Jillian will circulate when completed

Jillian

Finance & Funding

- **Rents:** Agreed that rents will go up on 1st April 2025.

Generally proposed main hall and whole centre rents increase by 6% (rounded to nearest £). Where groups have got a special rate their rates to also go up by 6%.

The following exceptions agreed: Food Cycle up to £45 per week, Food Bank to £40 per week. Link Learning to increase to £240 per month. Saturday parties up to £320. No changes to deposits cleaning etc. Rafik can continue to offer discounts as appropriate.

Rents to be reviewed again for April 2027. Margaret to inform groups with next round of invoices. Jillian to talk with Food Bank and Food Cycle and Link Learning

Margaret
Jillian

Charges for the hall per hr	Sept 2023	April 25
Monday-Friday daytime	£17	£18
Monday-Thursday after 5pm	£19	£20
Saturday, Sunday daytime	£21	£22
Friday-Sunday after 5pm	£26	£27
For whole centre per hr		
All times and days	£26	£27
Party and Single charges		
Monday-Friday (Party)	£250	265
Saturday, Sunday (Party)	£300	£320
Party Deposit	£250	£250
Party Cleaning	£75	£75
Once off use of AV equipment	£20	£20
Regular use of AV equipment	£10	£10
Use of Kitchen	£12	£12
Charges for classroom only per hr		
Monday-Friday daytime	£12	£12
Monday-Thursday after 5pm	£12	£12
Saturday, Sunday daytime	£13	£13
Friday-Sunday after 5pm	£16	£16

- **Unity Gym: Have paid up to end Jan but** Noted concern that they may be running short on funds to pay rent, don't let deficit build up.
- **Support@BHC:** Maggie reported that Cadent have agreed additional funding and an extension to our contract to March 2026. The revised funding leaves the centre to absorb up to £3,720 rather than the £4,500 as decided at the previous Board. Maggie is in discussion with the Hanover TARA who may be able to pick some of this cost up. There is need to clarify project extension with CAS. Maggie to talk with Joanne.

Maggie

Maggie

Bookings

We received a complaint reported to SCC about noise on 22nd Feb. Very loud music on till 12:40. Jillian and Rafik to talk to the bookers who come from a community of repeat centre users. There is concern that the party this Saturday could also be noisy. Amanda agreed to talk with the organisers to remind them to keep doors and windows closed and stick with the time rules, i.e. music to end at midnight, guests leave and hall cleared by 1am. If there are any issues they will lose deposit and not be able to book the centre again. The complainant has Jillian's number.

Amanda

Staffing issues

- **Appraisals:** Rafik – Due in March to be done by Jillian and Imran. Jillian to suggest dates.

Jillian

Next meeting

- **Board Meeting 20th May 5:30 at the Centre**

All