**Minutes of Broomhall Centre Board meeting**

**June 10th 2025**

**Present:** Jillian (chair), Pete (minutes), Margaret, Maggie, Tesfa

**Apologies:** Duncan, Imran, Mavis, Amanda

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| **Minutes:** Minutes of May 20th Approved**Matters Arising** Covered on the agenda**Complaints** Pete and Maggie reported that both issues have been dealt with. The complainers have received responses and accepted them. Board members thanked for their work on these.**Acceptable Behaviour Policy** Pete introduced the proposed policy. Tesfa raised the point that staff abused must be supported. Maggie stressed the importance of recording incidents. Agreed to ask staff to include them in Accident book in office.It was agreed that the policy be accepted once Pete has added sections coving these points.**Finance and Funding Group**Minutes accepted.**Building and IT*** **Solar Panels**: Imran is progressing this. Structural survey, detailed quote and expression of interest in grant now completed. He is now working on planning permission. SCC will charge for planning permission (£325) which will be at the centre’s cost as this is not covered by the potential grant.

**Staffing*** **Payroll:** The Finance & Funding Group proposals accepted. These are:
	+ **Patrick:** we must wait for the LA to agree the rise, it will then be backdated to April 25.
	+ **Rafik:** Hourly rate increased to £13.48 based on Full Time Equivalent (FTE) of £26,000 backdated to April 25.
	+ **Kate:** Job title changed to Activities Manager. Hourly rate increased to £13.48 based on Full Time Equivalent (FTE) of £26,000 backdated to April 25. The part of her employment funded by Cadent is not currently secure beyond March 26.
	+ **Abdi:** Job title changed to Support Manager. Hourly rate increased to £13.48 based on Full Time Equivalent (FTE) of £26,000 backdated to April 25.His employment funded by Cadent is not currently secure beyond March 26.
	+ **Business Development Manager (BDM):** Proposed new post agreed at 15 hours per week at FTE rate between £28,000 (£14.51ph) and £32,000 (£16.59ph) dependent on experience.

Jillian will inform all staff of rate changes but will arrange June pay at the old rate. Pete will do detailed costings for the new rates and back dated payment required which should be dealt with in the July pay round. * **Job Descriptions**

Maggie, Jillian and Imran have done substantial work on current JDs and on a new JD for the BDM. Agreed that: * + **Kate and Rafik’s** JDs remain valid
	+ **Abdi’s JD** needs minor change to reflect his enhanced role in relation to employment advice.
	+ **BDM’s** draft may need further revision to reflect some functions currently done by treasurer and secretary and to reflect their strategic role.

Agreed that Board members should review the JD for BDM *(attached with these minutes)* and pass any suggested amendments to Pete **before June 25th** to allow him to make final amendments.* **Chair**

Draft JD acceptable *(attached with these minutes)* but suggestions for improvements can be made by Board members to Pete **before June 25th**. Agreed to try and recruit in parallel with the BDM.* **Recruitment**

Pete and Jillian to finalise JDs, advert and recruitment package in early July. Adverts for both Chair and BDM to go out mid July to places suggested by Sue Herrick and other community projects we have contact with. Aiming for short listing late August and interviews early September. Jillian to consider an outside person to be involved in interviewing. **Next meeting*** **Board Meeting 12th August 5:30 at the Centre**
 | **Actions**JillianPeteImranJillianPeteAllAllPete, JillianJillianAll |