**Minutes of Broomhall Centre Board meeting**

**August 12th 2025**

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

**Apologies:** Amanda

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| **Minutes:** Minutes of June 10th Approved  **Matters Arising**   * **Acceptable Behaviour policy** Revisions to the policy agreed. Notices have gone up at the centre and workers have agreed to recording in the incident book. * Other matters covered in the agenda.   **Governance**   * **Companies House:** New legislation means that all company directors (us) must be positively identified by the time of our next annual return (June 26). All Board members can do this except Mavis as they have not developed a system that does not use email. Either Mavis gets Amanda to create an email for her or we wait and see if they have a system up and running before June. Pete to discuss with Amanda. * **New Chair:** Advert and person spec for this post has been circulated to VAS and other local organisations. So far we have had no takers. Agreed Pete to send out papers to all board members. * **Management Agreement:** This agreement with the Council is annual so a new one is due now. Jillian has requested it with one change – to make it multiyear. She has not heard back from Nathan yet.   **Finance & Funding Group**   * **Minutes:** Accepted. * **Girls Group:** Now owe since January £1,431. Jillian is awaiting response from Kaltum Rivers (board member of Unity Gym) and/or will try to meet Syed. We will decide what to do about this dependent on the outcome of these conversations. Meanwhile we hope the club can continue as it appears to be well-attended and fulfils the need for a girls-only group. * **Accounts:** all data is with the accountants. Pete raised the issue of us now having reserves at a level where they may stop us getting some grants. Agreed that a large part is reserved for close down, the business development worker and solar panels. Could also consider improvements to turn damp cellar into storage space.   **Bookings**  One new continuing booking has been agreed. This is for a company to use the kitchen (outside regular hours) to cook for outside catering.  **Building and IT**   * **Group meetings:** the group is meeting via WhatsApp but has not required minutes so far. * **Solar Panels:** Thanks to massive amount of work by Imran we now have agreement from planning for “permitted development” for panels on the south facing roof. We will get the grant; we are now just waiting on the Council’s buildings section approval for connection to the grid. Imran reported that we can apply again for further enhancements in future years. This could include electric heaters and double glazing in the creche. Decisions to be made after a period with the solar panels working. * **ESP:** There is some feeling that we should be considering a different supplier of IT support. Margaret to bring details of our current spending and contract renewal date with ESP to the next meeting when we can discuss options. * **AV system:** A user group broke the mixer. It has now been replaced. The group has paid toward the replacement and have been told not to use our sound system in future. * **Cellar:** The Council put waterproof plaster on the walls, which was not requested by us. Jillian has written to find out why they did the work and to ask if they intend to deal with the continuing flooding.   **Activities**   * **Cadent:** Major issue now is grant renewal next April. It now seems likely we will get something, but amount is unknown. The new funding round is to 2029, and we have written in support to Ofgem. Pete to get a password so we can review the current Cadent agreement. * **Activities:** Kate is organising trips out while Link Learning are running summer activities. * **Homework Club.** Summer report accepted. Up to £700 agreed for new computers.   **Staff**   * **Pay rises** have been paid. Pete to check whether Council rates have been agreed so Patrick can be paid the increase. * **Job Descriptions:** Jillian is working on updating these. * **Business Development Manager:** Advert is out. Pete to send copies to all board members. We have had two expressions of interest so far. Pete to offer informal chat to candidates who have not had one.   After the closing date on 29th August we will decide if a new short advert should go out. Assuming we have sufficient candidates, we aim to shortlist on **Tuesday 16th September at 5:30** and to interview **on Tuesday 23rd September at 2pm**. Short listing and interview panel: Jillian, Imran, Maggie, Tesfa.  Agreed we should be open to varying hours and pay rate dependent on who we appoint.  **Next meeting**   * **Board Meeting Tuesday 7th October at the Centre** | **Actions**  Pete  Pete  Jillian  Margaret  Pete  Pete  Jillian  Pete  Jillian, Imran, Maggie, Tesfa  All |