

Minutes of a meeting of the board of trustees of Community Base held on 10th July 2006

Present: Sylvia Alexander-Vine (chair), Bob Cristofoli, Sarah Bourne, Paul Evans, Hong Lu and Lucy Stone

In attendance: Colin Chalmers (director and minutes) and Annette Moss (building manager)

1 Apologies and board membership

1. Apologies were received from Sue Cole. The board sent Sue their best wishes during her illness.
2. The board noted a letter from Bert Williams resigning as a trustee due to ill health. Sylvia noted the tremendous support Bert had given Community Base since its inception and agreed to write to Bert on behalf of the board thanking him and wishing him well.
3. The board appointed Sarah Bourne as a trustee and welcomed Sarah to the board.

2 Minutes of previous meeting

The minutes of the board meeting held on 30th May 2006 were approved.

3 Correspondence

The board noted the letter Colin had sent on its behalf to Tom Scanlon of Brighton and Hove City Teaching PCT confirming the status of Community Base as a home for community and voluntary groups.

4 Health and safety

Sylvia said she had signed the annual risk assessments and thanked Annette for their thoroughness.

5 Director's report

Colin tabled a report.

1. Colin tabled a balance sheet at 30th June 2006 and an actual against budget report for April to June 2006 which were noted.
2. Colin reported on progress with our new lighting. A senior Phillips manager will be visiting Community Base on 14th July to look at programming problems and hopefully sort them.
3. Colin introduced a discussion on how Community Base could reduce its energy use. It was agreed that plans should be implemented for turning off sockets at nights to reduce unnecessary energy use. Colin reported that it was extremely difficult and quite expensive to buy wind turbines at the moment and it may be best waiting before taking this forward. Colin reported that we were looking into the cost and feasibility of solar heating of our water.
4. It was noted that the contract for advertising on our north wall had been transferred to the Falcon Group who were looking into increasing the amount of advertising allowed by planning permission. It was agreed that an advert from the Liberal Democrats in September would be allowed subject to approval of artwork by Sylvia and Colin. It was agreed that if planning permission for our advertising were withdrawn the rent would be increased by £1 per square foot to compensate for the loss of income.
5. Colin reported on our refugee week meeting which attracted some 50 people but only three or four from Community Base. It was agreed not to do another meeting next year unless circumstances changed.

Paul Evans left the meeting at this point.

6. It was agreed to allow the Elephant Group to have a licence on the same terms as other groups by withdrawing notice to them.
7. Colin tabled some emails between himself and Anna of Brighton and Hove Community and Voluntary Sector Forum about the forum's use of alternative names for their work. Colin stated his belief that it was unacceptable that the forum's chief officer was refusing to meet him for over two weeks while working in the building, a situation that would make working with any participant group impossible. The board reaffirmed that Community Base will not allow government or commercial organisations to use office space at Community Base and Community Base's right to end a licence agreement with any group at its absolute discretion if it believed this was happening. The board asked Colin to meet this week with Steve Curry, the current chair of the forum, to explain the board's concerns and come to a determination about what action to take about the forum's failure to cooperate with Community Base over this matter.
8. Colin tabled a letter from Brighton and Hove Black History asking to defer payment of its outstanding July invoice for rent and services until September when it hoped to have funding to pay it. The board, while supportive of the work of Black History, decided it would not be fair on other groups to let any group put off paying rent in the hope of future funding and asked Colin to let Black History know of its decision.

6 Future board meetings and annual general meeting

It was agreed that board meetings would be held on the second Monday of each month from 11th September and that the annual general meeting would be held in September.