

Minutes of a meeting of the board of trustees of Community Base held on 10th July 2007

Present: Bob Cristofoli (acting chair), Jane Frost, Hong Lu and Lucy Stone

In attendance: Colin Chalmers (director and minutes), Annette Moss (building manager) and Deborah Sprackling (receptionist/administrator)

1 Apologies

Apologies were received from Sylvia Alexander-Vine, Sarah Bourne, Tina Harrison, Paul Evans and Mel Shad. The board agreed to send flowers to Sylvia wishing her a swift recovery.

2 Minutes of previous meeting

The board approved minutes of the board meetings held on 8th May 2007.

3 Matters arising

The board noted that the meeting during refugee week had been a great success.

4 Correspondence

1. The board noted a letter from the Mayor of Brighton and Hove offering support to Community Base.
2. The board noted correspondence between Colin and Debbie Charman of the Carers Centre concerning fridges and dishwashers and reaffirmed its decisions on these matters.
3. The board noted correspondence between Colin and Anne-Marie Hines of Mosaic. Given the exceptional circumstances Lucy agreed to meet Anne-Marie.

5 Health and safety

Annette reported that some mice had appeared and that the issue was being addressed.

6 Participant group meetings

The board noted the notes of the May and June 2007 participant group meetings.

7 Finance

The board noted a balance sheet at 31st May 2007 and an actual against budget report for April to May 2007.

8 Community and Voluntary Sector Forum request for ADSL line

The board noted a request from Sally Hiscock of the Community and Voluntary Sector Forum (the forum) for an ADSL line for a database, website and other web based tools they are managing. The board expressed concern that the forum was not planning to host its database and website on servers outside their offices as would be normal practice and asked Colin to seek expert advice on the matter with a view to meeting the forum's needs without requiring extra wiring in the building, degrading internet services to other participant groups or the forum's server needing to be on overnight.

9 Phone mast

The board decided not to agree to a mobile phone mast being placed on the roof of Community Base.

10 Car park

The board noted that two car park spaces are currently not being paid for and that some participant groups are parking in the car park using exceptional car park agreements that do not involve paying for parking. The board agreed to revoke all current licences for exceptional use of the car park with participant groups; bar all access cards, other than those belonging to people parking vehicles in the car park, from operating the car park gate; establish a system whereby any participant group without a car park agreement wanting to load or unload in the car park would need to sign for a temporary access card from reception to do so; to monitor such exceptional use and review it at the next board meeting; to ask Colin to inform participant groups of these decisions.

11 Brighton Housing Trust

The board noted that the Immigration Legal Service had been given permission to share space licenced to Brighton Housing Trust advice centre.

12 Our empty room

The board noted four requests for the empty room on the fourth floor. The board agreed to allow Friends, Families and Travellers to increase the space they licence to include Annette's office and for Annette to move into the empty room.

13 Promoting venue, volunteer and service search

1. Colin reported on the *your search is over* campaign and tabled artwork for the first part of this campaign and posters and flyers advertising our redesigned venue search, renamed service search and newly online volunteer search services to be launched on 17th July. The board congratulated Colin on the publicity.
2. Colin reported that there had been an even greater demand for volunteer search, both from potential volunteers and community and voluntary groups, than had been anticipated. Deborah was working hard to input data onto volunteer search ahead of its online launch.
3. Colin reported that he had still not received a reply to the email sent on behalf of the board to the Volunteer Centre Brighton and Hove in March 2007 seeking cooperation in improving services to local volunteers and local community and voluntary groups seeking volunteers.

14 ChangeUp

1. The board noted correspondence between Colin and Sally Hiscock of the Community and Voluntary Sector Forum (the forum) concerning the local ChangeUp consortium and its draft 'joint agreement on providing support services for groups'.
2. The board reaffirmed that Community Base was guided in its activities by its memorandum and articles of association and its policies and would continue to work in partnership with other organisations in pursuance of its charitable objects.
3. The board reaffirmed that Community Base was a member of the forum but not a member of Brighton and Hove ChangeUp or any of its committees or sub-groups and not subject to the authority of any of these bodies.
4. The board rejected the assertion made by the forum that Community Base and other forum members have been made members of the local ChangeUp consortium without their knowledge or consent by a decision of the forum. The board reaffirmed its belief that the forum has no authority to affiliate the independent organisations forming its membership to other organisations without their express consent.

15 Film

Colin reported that he was making a short film about Community Base for our website.

16 Our 10th birthday party

Colin reported that the Mayor was attending our 10th birthday party on 17th July to cut our birthday cake.