

Minutes of a meeting of the board of trustees of Community Base held on 11th September 2006

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

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

1 Apologies

Apologies were received from Paul Evans.

2 Minutes of previous meeting

The minutes of the board meeting held on 10th July 2006 were approved.

3 Health and safety

Colin tabled some email correspondence with Naima Noudjem of Mosaic concerning a potential child protection issue. The board asked Colin to request that Naima share the correspondence with Mosaic's executive committee.

4 Director's report

Colin tabled a report.

1. Colin tabled a balance sheet at 31st August 2006 and an actual against budget report for April to August 2006 which were noted.
2. Colin reported on progress with our new lighting. Work was substantially complete and energy consumption has been reduced by around 25%.
3. Colin tabled a paper on reducing our energy use by Annette. Annette said that she was exploring a number of ways of reducing energy use including the use of paint that reduces heat lost.
4. Colin table draft minutes of the annual general meeting held on 5th September 2006 which were noted.
5. Colin tabled notes from his speech at the agm on the changing relationship between charities and the state and on multiculturalism.
6. Colin tabled some email correspondence with John Nash of the Brighton and Hove Federation of Disabled People concerning wheelchair access at Community Base which was noted. Annette explained that we had taken all reasonable steps to ensure that Community Base was accessible to wheelchair users and would continue to look at ways to improve such access.
7. Colin tabled some email correspondence with the Elephant Group which was noted.
8. Colin tabled a request from the Community and Voluntary Sector Forum (the forum) seeking permission to accommodate a Change Up project manager in their office along with other documentation about Change Up. The board noted that this manager had already been accommodated in the forum office for some time without permission. The board also noted that Change Up was a major government initiative that had given Community Base £200,000 and that the Brighton and Hove Change Up Consortium was a cross-sector partnership rather than a community or voluntary group. The board decided not to give the forum permission to accommodate the Change Up project manager and asked Colin to tell the forum that it must stop accommodating the manager by the end of September 2006.
9. The board noted the forum's statement that all members of the forum, including Community Base, have been made members of the local Change Up consortium, an organisation that includes funders alongside community and voluntary groups and does not have a democratic structure of the sort the forum has. The board asked Colin to find out who had made this decision and why Community Base had not been asked whether we wanted to become a member of this consortium or not.
10. Colin reported that the Fiankoma Project had given notice that they would be ending their licence with us on 10th November 2006. The board agreed to offer the vacated space to TB Alert.
11. Colin tabled a job description and person specification for the post of receptionist/administrator. It was agreed to offer applicants the choice of applying for the post on a part-time (morning), part-time (afternoon) or full-time basis. Colin agreed to look into the cost of advertising and and liaise with Sylvia on a timetable and format for an appointment process.
12. Colin reported that the launch of the translation of our guides into seven new languages had gone successfully but that a councillor Brian Pidgeon had phoned to say he thought it was disgraceful that we had published these translated guides while not publishing a version in braille. Colin tabled an email he had sent to the SCIP email group on the matter which was noted.

5 Future board meetings

It was agreed to hold future board meetings on the second Tuesday of every other month from November.