

## Minutes of a meeting of the board of trustees of Community Base held on 13th March 2007

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

**In attendance:** Colin Chalmers (director and minutes) and Deborah Sprackling (receptionist/administrator)

### **1 Apologies**

Jane apologised for having to leave early and apologies were received from Bob who would be arriving late.

### **2 Minutes of previous meeting**

The board approved minutes of the board meetings held on 9th January 2007.

### **3 Health and safety**

1. THIS POINT DEALS WITH A CONFIDENTIAL MATTER CONCERNING A PARTICIPANT GROUP.
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### **4 Participant group meeting**

1. Colin reported that in future this would be a standing item on the agenda and that notes of discussions at participant group meetings would be tabled at the next board meeting.
2. It was noted that as not everyone at Community Base was on the Community Base email group not everyone would know about participant group meetings. Deborah agreed to look into getting as many people as possible at Community Base on to the email group

### **5 Finance**

1. Colin tabled a balance sheet at 31st January 2007 and an actual against budget report for April 2006 to January 2007 which were noted.
2. Colin reported that Carr-Gomm's January invoice had still not been paid. The board instructed Colin to write to Carr-Gomm asking that payment be made as soon as possible and that future payments be made within 14 days of the invoice being received.

### **6 Brighton Body Positive (BPP), the NHS Support Federation and an empty office**

1. Colin reported that Brighton Body Positive has gone into liquidation owing us about £1,500. The NHS Support Federation has agreed to swap their smaller room for the room vacated by BPP and we now have our first void since 1998, a room of 190 square feet.
2. Colin tabled a list of groups who have expressed interest in licencing space at Community Base. No one on the list had returned a call to Colin saying they wanted a room. It was agreed that Colin should market space at Community Base in London and nationally as well as locally.

### **7 Sussex Interpreting Services (SIS) and Mosaic**

It was agreed to let SIS and Mosaic swap some space between them on the basis of the conditions outlined to the two groups by Colin and on the basis that new licences for both groups would allow for six months notice.

*At this point Bob Cristofoli joined the meeting.*

### **8 THIS POINT DEALS WITH A CONFIDENTIAL MATTER CONCERNING A PARTICIPANT GROUP**

### **9 2006 monitoring figures**

The board noted monitoring figures for 2006.

### **10 Community Base support for local volunteering**

The board noted a letter that had been sent by the manager of the Volunteer Centre Brighton and Hove (VCBH) to various participant groups and Sylvia as a board member, but not to Colin or Deborah, in response to an email from Colin to VCBH seeking their views on our proposed help to potential volunteers. The board expressed concern at the personal nature of the letter and the fact that it was not sent to the the Community Base staff it criticised. The board also expressed concern at inaccuracies in the letter, particularly the statement that Colin has turned down an offer from VCBH when it had been the board that had turned it down and the fact that the nature of this offer (that Community Base give free office space and a grant to VCBH for them to move into Community Base) was not made clear to the readers of the letter.

Colin said we were about to start running *volunteer search* with a folder offering volunteer opportunities to people coming into our reception. He reaffirmed that *volunteer search* was complimenting rather than

competing with the services delivered by VCBH and had been created to meet a need that, according to people visiting our reception and some groups looking for volunteers, did not seem to be being met. Colin reported that he had asked VCBH for basic figures about their work but had been refused them. The board asked Colin to write to the manager of VCBH on their behalf asking for a meeting with the steering group to discuss how best to work together to promote local volunteering.

*At this point Jane Frost left the meeting.*

### **11 Annual review of policies**

1. Colin reported on the extensive consultations with participant groups during this year's annual review of policies. A number of new and amended policies, along with subsequent amendments made since the meeting to look at policies, were agreed.
2. Colin was asked to consult over whether the 25 year capital budget and assessment of capital expenditure should be confidential and report on the matter to the next board meeting.

### **12 Revenue and capital budget and assessment of risks to our development for 2007-12 and capital expenditure**

1. The board noted an estimate of capital expenditure for 2007-32 which Colin reported was accurate enough to base a five year budget on. The board agreed that an assessment of capital expenditure for 2007-32 be tabled at the next meeting.
2. The board approved a revenue and capital budget for 2007-12.
3. The board approved an assessment of risks to our development for 2007-12.

### **13 Extraordinary general meeting**

The board agreed to call an extraordinary general meeting for 10.30am on 16th April 2007 in the conference room to consider one matter business, a motion that *"This general meeting considers the review of policies and other actions carried out by the board of trustees meet the requirements of the motions passed by the extraordinary general meeting of 14th December 2006"*.

### **14 Community Base review**

1. The board noted the interim finding report from Jeremy Spafford.
2. The board agreed to conduct a skills audit of its members and asked Colin to collate information for the next board meeting.
3. The board noted that Colin received regular supervision and an annual appraisal from Sylvia and made use of external supervision when he thought this was useful.
4. The board noted that part one of the new policy on relationship with participant groups included clear statements defining the difference between a licensee, member and participant group and confirming that Community Base is run by the board of trustees.
5. The board agreed to ask Jeremy to run a consultative meeting for participant groups, trustees and Community Base staff on 16th April from 11am to 3pm with lunch
6. The board agreed to consider any changes in licence regulations at its next meeting in the light of the discussion on 16th April.

### **15 Any other business**

1. Colin tabled a guide to local services published by Brighton and Hove City Council (BHCC) and Migrant Helpline. Colin stated that he had expressed concern at the guide's inaccuracies – the Community Base website address was wrong and there was no mention of our translated online and paper guides to local services - to the guide's editor at Migrant Helpline who had agreed to pass his concerns on to BHCC.
2. Colin tabled the latest copy of NC that had an article naming Community Base as a 'Brighton Hero'.