

Minutes of a meeting of the board of trustees of Community Base held on 14th May 2009

Present: Sylvia Alexander-Vine (chair), Sarah Bourne, Ros Cook, Adrian Davies, Paul Evans 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 Bob Cristofoli and Jane Frost.

2 Minutes of March board meeting

The board approved the minutes of the board meeting held on 26th March 2009.

3 Matters arising from March board meeting

In the light of the Charity Commission's advice on membership the board asked Colin to draft a statement of core values based on the development plan 2009-14 and our policies and practices.

4 April 2009 participant group meeting

The board noted notes of the April 2009 participant group meeting.

5 Correspondence

- a. The board noted email correspondence concerning a meeting on Gaza in the conference room.
- b. The board noted a letter from the carers coffee morning group thanking Colin for his help with finding the group a new meeting place.
- c. The board noted email correspondence between Colin and Mark Walker of SCIP concerning Brighton and Hove ChangeUp Consortium.
- d. The board noted an email from Capacitybuilders concerning our application for funding for new windows.
- e. The board noted a front page article in the Argus of 11th May 2009 mentioning our website's *Brighton and Hove service search* as a source of advice on welfare rights.

6 Health and safety

Annette reported that she was in the process of carrying out annual risk assessments.

7 Our carbon footprint

The board noted it would be discussing a Green Action Plan later in the meeting.

8 Finance

- a. The board noted balance sheets at 31st March 2009 and actual against budget comparisons for April 2008 to March 2009 with and without end of year journal entries.
- b. The board noted a statement of current staff salary levels.

9 Community Base news

The board noted a copy of the spring 2009 edition of *Community Base news*.

10 Development plan 2009-14

- a. The board approved the development plan for 2009-14 as published.
- b. The board approved revised bank balances for the 2009-14 budget in line with those contained in the development plan 2009-14.

11 Fixed asset register

The board approved a fixed asset register at 31st March 2009.

12 Audited accounts 2008/09

- (a) The board noted a letter dated 13th May 2008 from Clark Brownscombe concerning our audited accounts for 2007/08.
- (b) The board noted a letter dated 21st April 2009 and two letters dated 13th May 2009 from Clark Brownscombe concerning our audited accounts.
- (c) The board approved audited accounts for the year ending 31st March 2009.
- (d) The board agreed a letter to Clark Brownscombe confirming representations in respect of these accounts.

13 Use of Community Base as a postal address by community groups

The board agreed to offer postal addresses to established local community groups who otherwise would have to use a home address rather than organisations that are starting up or expanding into the area.

14 Building management

The board noted a building management calendar outlining cyclical maintenance.

15 Our websites

- a. The board noted that our domain name communitybase.org has been registered until 2018.
- b. The board noted that a number of similar domain names have been registered for some years and directed to communitybase.org.
- c. The board noted that the greenchampion2008.org website has been registered until 2018.
- d. Colin reported on discussions with Peter Mason of SCIP and others about our online search services. The board noted the popularity of these services and agreed that any improvements to them should be led by the need to keep the services simple to use and helpful to their users.

16 Brighton and Hove volunteering strategy

Colin reported on a meeting he had attended on 11th May 2009 to discuss a proposed volunteering strategy for Brighton and Hove.

17 Community and Voluntary Sector Forum guide to local support services for community and voluntary groups

- a. The board noted a *guide to support services for community and voluntary groups in Brighton and Hove* published in May 2009 by Brighton and Hove Community and Voluntary Sector Forum (CVSF).
- b. The board noted that the guide listed 14 organisations offering support services to local community and voluntary groups but not Community Base, one of the major providers of such services.
- c. The board regretted CVSF's decision to omit Community Base's services to local community and voluntary groups from the guide and agreed the decision made no sense if the aim of the guide was to provide information to local community and voluntary groups about support services available to them.
- d. Colin reported that he had put a link to the guide on the support for groups page of our website.
- e. The board reaffirmed Community Base's longstanding practice of cooperating with other organisations in pursuit of its charitable objectives and providing information about alternative sources of help whenever offering any services.

18 Refugee Week meeting

Colin reported that Community Base will be hosting its sixth annual meeting for Refugee Week on Monday 15th June 2009.

19 Annual review of policies

1. The board reviewed all policies and procedures.
2. The board agreed minor changes to the child protection policy, equal opportunities policy, policy of good practice, policy on financial controls and staff disciplinary procedure.

20 Green Action Plan

- a. Colin and Annette reported on a meeting with the architect David Saxby to discuss the installation of new windows and other measures we could take to improve energy efficiency and comfort in the building.
- b. The board noted an email from David Saxby following this meeting.
- c. The board asked Colin to revise the options appraisal for new windows in light of the recommendations from David Saxby, the discussion at the board meeting and further discussions with professionals.
- d. The board asked Colin to seek tenders for the installation of new windows and associated works to our external walls using the evaluation criteria of cost, performance, safety and the ability to meet the criteria outlined in the revised options appraisal for new windows.
- e. The board agreed to the insulation of our car park roof if feasible and reasonably priced.
- f. The board approved the purchase and installation of a Powerperfector if this is technically possible and we are able to finance its purchase. Colin reported that he had sought different suppliers for the Powerperfector but only one company supplied them.
- g. The board agreed to apply for an interest-free loan from the Carbon Trust to part finance the purchase and installation of a Powerperfector.
- h. The board approved a Green Action Plan outlining our plans for improving our energy efficiency and reducing our adverse environmental impact over the next five years.