

Minutes of a meeting of the board of trustees of Community Base held on 18th September 2008

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

2 Minutes of July 2008 board meeting

The board approved the minutes of the board meeting held on 30th July 2008.

3 Matters arising from July 2008 board meeting

- (a) The board agreed that a locum receptionist/administrator should be employed when the building manager is on leave.
- (b) The board noted correspondence with local community and voluntary groups seeking office space, Brighton and Hove City Council and others concerning office space for community and voluntary groups in Brighton and Hove.
- (c) Colin reported that he was working on a new edition of *Community Base news* which he hoped to publish in October.

4 July and August 2008 participant group meetings

The board noted notes of the July and August 2008 participant group meetings.

5 Health and safety

Annette reported that an inspection by Southern Water had found our water to be excellent.

6 Our carbon footprint

Colin said he continued to monitor the possibilities of generating electricity from solar and wind energy and ways in which we can reduce use of electricity.

7 Finance

- (a) The board noted a balance sheet at 31st August 2008 and an actual against budget comparison for April to August 2008.
- (b) The board noted an increase in cost of electrical day units of 137% and electrical night units of 175% between April and October 2008.
- (c) Colin reported that while most participant groups pay their quarterly invoices quickly two July invoices remained unpaid in September. The board agreed this was unacceptable. The board asked Colin to email groups asking them to pay October invoices on time and report on the matter to the November board meeting.
- (d) Colin reported that Wastetech, the company responsible for handling our waste, are increasing their charges for no apparent reason and refusing to let him talk to the person we signed the contract with who reduced our charges significantly. The board asked Colin to investigate the matter.
- (e) The board approved a reduction in room hire charges for external community and voluntary groups from £10 an hour for the conference room to £5 an hour, half this for small rooms, and an increase for external statutory, for-profit and cross-sector groups from £20 an hour to £30 an hour, half this for small rooms.

8 Charity Commission return

The board noted the 2008 annual return to the Charity Commission.

9 Mencap

The board noted that Mencap Supported Living Scheme and Mencap Pathway Employment Scheme have expressed an interest in swapping or sharing offices. The board asked Colin to discuss the matter with both participant groups and report to the next board meeting.

10 2008 annual general meeting

- (a) The board agreed to hold Community Base's annual general meeting on 16th October 2008.
- (b) All trustees present said they wished to remain as trustees. It was noted that Ros would be standing for reelection and agreed that Bob and Sarah would stand for reelection at the annual general meeting.
- (c) The board agreed that if any other trustees are proposed before the AGM or if any motions to the AGM are proposed before the AGM the board meet before the AGM to discuss the proposals.

11 Expansion of membership

The board considered expanding the membership of Community Base to community and voluntary groups with their postal address at Community Base or who regularly book our conference room. The board asked Colin to include this suggestion in his report to the 2008 annual general meeting. The board agreed to discuss the matter again at its November meeting in light of any views expressed at the annual general meeting.

12 Green Champion 2008

Colin reported that he would be contacting groups that had signed up to the Green Champion 2008 scheme to let them know it will be wound up in December and to discuss ways of taking action within the local community and voluntary sector over climate change.

13 Options appraisal for new windows

- (a) The board approved an options appraisal for the replacement of the bulk of our windows and agreed in principle to install new windows as recommended in the options appraisal.
- (b) The board asked Colin to draft budget options for the next board meeting that would allow for the installation of these windows in the near future.

14 Brighton and Hove ChangeUp Consortium

- (a) The board heard reports from Bob and Ros of the information exchange meeting held between Community Base and Brighton and Hove Community and Voluntary Sector Forum (CVSF) on 11th August and considered an email dated 21st August from Sally Hiscock, chief officer of CVSF, concerning this matter.
- (b) The board noted that the most recent issue of Spoke gives no contact address for Spoke.
- (c) The board welcomed CVSF's statement that it would purchase a PO box address for use in by BHCUC's Spoke magazine and Support for Groups website. The board noted that under the terms of its licence agreement with Community Base CVSF has a right to devote staff time and other resources to its partnership working with BHCUC so long as it does not suggest that BHCUC is based at Community Base.
- (d) The board asked Colin to report to its November meeting on progress over BHCUC's address change.

15 LINK

- (a) The board heard reports from Bob and Ros of the information exchange meeting held between Community Base and CVSF on 11th August and considered an email from Sally Hiscock of 21st August concerning this matter.
- (b) The board noted that since May 2008 CVSF has been in breach of its licence agreement with Community Base by hosting LINK at Community Base despite having a request to do so turned down by the Community Base board in May 2008.
- (c) The board agreed that it would be confusing and unfair to the many community and voluntary groups and projects wanting to move into Community Base if groups licencing space at Community Base were able to host organisations with distinct and separate public identities within space licenced to them at Community Base without Community Base's permission.
- (d) The board agreed in the interests of resolving this matter amicably while maintaining the right of the Community Base board to decide what groups move into Community Base to allow LINK to continue giving its address as CVSF at Community Base until 31st December 2008 on condition that CVSF agrees to ensure that LINK moves out of Community Base by that date.
- (e) The board asked Colin to inform CVSF of this decision and offer and report to its November meeting on progress on the matter.