

## Minutes of a meeting of the board of trustees of Community Base held on 24th May 2010

**Present:** Bob Cristofoli (chair), Mick Barry, Ros Cook, Jane Frost and Lucy Stone

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

### **1 Apologies**

Apologies were received from Sylvia Alexander-Vine, Sarah Bourne, Adrian Davies and Paul Evans.

### **2 Election of chair**

In the absence of Sylvia Alexander-Vine, the board appointed Bob Cristofoli to chair the meeting.

### **3 Minutes of last board meeting**

The board approved the minutes of the board meeting held on 22nd March 2010.

### **4 Matters arising from last board meeting**

Colin reported that *Brighton and Hove community job search* was launched in April as planned. Colin reported that the service was already proving very popular with an average of 69 hits a day and 60 people subscribing to receive emails about new vacancies from the service in its first month.

### **5 Participant group meetings**

The board noted notes of the May 2010 participant group meeting.

### **6 Health and safety**

- a. Annette reported that the south lift had broken down the day before and that she was investigating the incident.
- b. Annette reported on a problem with one of our main doors that had now been fixed.

### **7 Our carbon footprint**

- a. Colin reported that he had again looked into the feasibility of installing solar panels and wind turbines on our roof but it would not be economical at present.
- b. The board noted a breakdown by month of Community Base's electricity use since 2000.

### **8 Finance**

- a. The board noted balance sheets at 31st March 2010 and 30th April 2010 and actual against budget comparisons for April 2009 to March 2010 and April 2010.
- b. The board agreed to correct the building maintenance and bank balance lines in our 2010/11 budget.
- c. The board noted details of staff salaries and pension contributions for the year ending March 2011.

### **9 Insurance and disclosure of criminal convictions**

- a. The board noted correspondence from our insurance company about the disclosure of non-driving criminal convictions by trustees.
- b. The board agreed to amend the trustee code of conduct to require trustees to disclose criminal convictions to the company secretary.

### **10 Our car park**

- a. Annette reported that some groups had recently parked more vehicle than they had paid for in our car park preventing people who have paid to park from doing so.
- b. The board approved an amendment to car parking agreements to discourage this.

### **11 Valuation of Community Base**

The board asked the director to obtain a valuation of our premises.

### **12 Applications for membership of Community Base**

The board approved membership of Community Base for Creative Future and East Sussex Credit Union.

### **13 Licence agreements**

- a. The board agreed to add to Regulation 20 the wording "and ensure that everyone working for or with the licensee at Community Base is made aware of the fire evacuation procedure and other information for people working at Community Base at [www.communitybase.org/information](http://www.communitybase.org/information)."
- b. Colin reported that he had offered a group a separate licence agreement for a storage area it had licenced.

#### **14 Our broadband internet connection**

Annette reported that we would soon be upgrading our broadband connection.

#### **15 Community Base news spring 2010**

The board noted a copy of Community Base news spring 2010.

#### **16 Event for Brighton and Hove City councillors**

The board noted that an event for local councillors to meet groups at Community Base on 29th March had gone very well.

#### **17 Brighton and Hove ChangeUp Consortium**

- a. The board noted an email from the Community Base director responding to a request from Brighton and Hove ChangeUp Consortium (BHCUC) for views on its 'common database' project, an online database of local community groups.
- b. The board noted that the 'common database' project had cost at least £50,000 so far and that another £20,000 was about to be spent on it from funding intended to provide support for frontline community and voluntary groups despite there being no evidence that it provided any practical benefits to these groups.
- c. The board noted the Community Base director's recommendation that the project be ended and BHCUC's intention to continue with the project.
- d. Colin reported on a meeting with Emma Daniel, manager of Brighton and Hove ChangeUp Consortium.

#### **18 Meeting on asset transfer and management**

Colin reported on a meeting he had attended with Brighton and Hove City Council officers, another Community Buildings Network member and others at Kings House on 23rd April concerning the council's asset transfer and management strategy.

#### **19 East Sussex Credit Union**

Colin reported on a meeting with Rosemary Friggins of East Sussex Credit Union where Colin had offered to help ESCU make more connections with other licencees.

#### **20 Brighton and Hove Community Buildings Network**

- a. Colin and Annette reported on a meeting in April of Brighton and Hove Community Buildings Network.
- b. Colin reported that he had agreed to set up a website for the network at [www.bhcommunitybuildings.net](http://www.bhcommunitybuildings.net).

#### **21 Suggestion for skill sharing**

Colin said he was looking into setting up a skill sharing scheme within Community Base where people can list on the Community Base website skills they are willing to share with others in the building.

#### **22 Hire of our meeting rooms**

The board asked Colin to report to the next board meeting on the management of our room hire.

#### **23 Our open day**

Colin reported on progress with our 2010 open day on Monday 5th July.

#### **24 The Community Base website**

The board noted that the Community Base website had been upgraded to be able to handle greater amounts of enquiries to venue, volunteer and community job search and improve the site's stability.

#### **25 Advertising on our north wall**

- a. The board noted that an appeal against the loss of our planning permission for banner advertising on our north wall had been submitted.
- b. The board noted that an application for a slightly smaller banner had been submitted to Brighton and Hove City Council planning committee.

#### **26 Discretionary rate relief and our petition**

- a. The board noted correspondence and press coverage concerning the impact of a withdrawal of rate relief on frontline services and our petition including a letter from Mary Mears, leader of Brighton and Hove City Council, to Community Base and email correspondence on the Community and Voluntary Sector Forum (CVSF) email group.
- b. The board noted support for our petition from the public, other community buildings, local charities, politicians and others, though not from CVSF.
- c. The board asked Colin to participate in BHCC's reviews of discretionary rate relief on its behalf.