

## Minutes of a meeting of the board of trustees of Community Base held on 25th January 2010

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

### **2 Minutes of November 2009 board meeting**

The board approved the minutes of the board meeting held on 19th November 2009.

### **3 Matters arising from November 2009 board meeting**

- a. Colin reported that the working lunch with a guest speaker from the National Coalition for Independent Action had been a success.
- b. The board noted that there had been a great xmas party!

### **4 December 2009 and January 2010 participant group meetings**

The board noted that there were no participant group meetings in December 2009 or January 2010 as no one other than Community Base staff attended.

### **5 Health and safety**

The board noted the hard work Annette has put in during the recent cold weather to ensure that people working at Community Base were as comfortable as possible despite 30 year record low temperatures outdoors.

### **6 Our carbon footprint**

Colin reported on a local 'Climate Connections' project which he had agreed Community Base would work with.

### **7 Finance**

The board noted a balance sheet at 31st December 2009 and an actual against budget comparison for April to December 2009.

### **8 Annual director's meetings with participant groups**

Colin reported that he had postponed his annual meetings with participant groups until later in 2010.

### **9 Our 2010 guide to community services in Brighton and Hove**

The board noted that our 2010 guide to community services in Brighton and Hove had been circulated widely and was proving increasingly popular with frontline staff in a range of services.

### **10 Facebook, twitter and our website**

- a. Colin reported that he had set up a Community Base facebook page, a twitter account and an rss feed from our facebook page.
- b. Colin reported that our facebook page already had over 200 fans.
- c. Colin reported that our website had seen a marked increase in traffic between 2008 and 2009 with a 39% increase in total sessions, a 84% increase in hits on volunteer search, a 44% increase in hits on venue search and a 126% increase in hits on service search.

### **11 Brighton and Hove City Council**

The board noted that it had not a reply to its letter of 1st July 2009 to Mary Mears, the leader of Brighton and Hove City Council, and asked Colin to write to Mary Mears again on its behalf.

### **12 Membership of Community Base**

- a. The board noted 29 completed application forms for membership of Community Base, 18 from community or voluntary groups licencing space at Community Base and 11 from community or voluntary groups using other Community Base services.
- b. The board agree to continue or begin membership for all these groups and end the membership of any member that had not returned a completed application form for membership.

### **13 Policy on membership**

The board agreed minor changes to the policy on membership.

### **14 Advertising on our north wall**

- a. Colin reported that our application to continue planning consent for advertising on our north wall would be heard by Brighton and Hove City Council's planning committee on 3rd February.
- b. Colin reported he had received over 20 letters of support for our application from neighbours, local businesses, charities and community groups at Community Base and people working or living nearby.

### **15 East Sussex Credit Union**

The board noted an email from Rosemary Friggens of East Sussex Credit Union and asked Colin to reply to Rosemary on its behalf.

### **16 Working Together Project office and ground floor storage area**

- a. The board noted a letter from The Working Together Project giving notice ending its licence on 28th February 2010.
- b. The board agreed to partition the space currently licenced to the Working Together Project to create an office and a storage area for Community Base.
- c. The board agreed to licence the office created by this partitioning to Creative Future.
- d. The board agreed to licence the space currently used as a storage space on the ground floor to the Brighton Carnival Association.