

**Minutes of a meeting of the board of trustees of Community Base  
held on 28th March 2006**

**Present:** Sylvia Alexander-Vine (chair), Bob Cristofoli and Lucy Stone

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

### **1 Apologies**

Apologies were received from Paul Evans, Hong Lu, Bert Williams and Sue Cole.

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

The minutes of the board meeting held on 31st January 2006 were approved.

### **3 Health and safety**

1. Annette reported that new safety features had now been installed on the car park gate to minimise the chance of the gate breaking in future.

### **4 Director's report**

Colin tabled a report.

1. Colin tabled a balance sheet at 28th February 2006 and an actual against budget report for April 2005 to February 2006 which was noted.
2. A revised 2006-11 budget was approved.
3. Colin reported that our new lighting was expected to be fully installed commissioned within a month.
4. The board noted the 2005 monitoring figures.
5. The board noted the results of the 2006 questionnaire.
6. Colin reported that we had new cleaners who were an improvement on our previous cleaners.
7. Colin reported on the support Community Base gave to groups across the country wanting to set up Community Base-style buildings and tabled a letter from Crawley Council for Voluntary Service thanking us for such help.
8. Colin reported that we were computerising our room booking system.
9. The board approved the table policy for dealing with a possible avian flu pandemic.
10. Colin reported on preparations for our open day on 4th May.
11. Colin reported that the Elephant Group were refurbishing their room and it was agreed to renew their licence until 30th June 2006 and review the situation with a view to renewing the licence on the same basis as other groups if sharing with the Chinese Centre worked out well and to ending the licence agreement if it did not.
12. The board confirmed the offer of the room currently licenced to Food Matters to the NHS Support Federation and the room currently licenced to the the NHS Support Federation to Ryico. Colin reported that he had not yet received signed copies of licences from the NHS Support Federation for their new office and it was agreed that Colin should remind the NHS Support Federation to return these as a matter of urgency.
13. The board confirmed the ending of the licence of the Workers' Educational Association from 15th June 2006. Colin reported that he had had no substantial reply from the WEA to his numerous emails and phone calls to them about this matter.
14. Colin reported that we were cancelling our contract with BlowUp for advertising on our north wall and agreeing a new one with the Falcon Group from 1st July 2006.
15. Colin agreed to try to find a location for a pub quiz in April.
16. The board noted that widespread consultations had takne place following concerns being raised about changes to the licence agreement aimed at defining Community Base's identity as a home for community and voluntary groups. In the light of these consultations, the board agreed to remove the new regulation 22 of the licence agreement agreed at the last board meeting and change the new regulation 21 to one that requires licencees *'to not allow any organisation other than the licensee to provide services from Community Base or manage or employ or place seconded workers, volunteers or students in the designated space without the written permission of Community Base'*. The board also agreed to make point 3c of the policy on allocation of space read *'that the group is a community or voluntary organisation and is not a for-profit company, government body or statutory agency'*.

### **5 Policies**

The board reviewed and approved current policies as tabled.