

Minutes of a meeting of the board of trustees of Community Base held on 30th July 2008

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

In attendance: Colin Chalmers (director and minutes) and Deborah Sprackling (receptionist/administrator)

1 Apologies

- (a) Apologies were received from Annette Moss, building manager, who is on leave.
- (b) The board noted the resignation of Tina Harrison from the board and expressed its thanks to Tina for her work as a trustee.

2 Minutes of previous board meeting

The board approved the minutes of the board meeting held on 8th May 2008.

3 Participant group meetings May and June 2008

The board noted notes of the May and June 2008 participant group meetings.

4 Health and safety

Colin reported that our fire equipment had just been tested.

5 Our carbon footprint

Colin reported that he was preparing an options appraisal for new windows.

6 Finance

- (a) The board noted a balance sheet at 30th June 2008 and an actual against budget comparison for April to June 2008. Colin said he expected electricity charges to increase significantly in the near future but otherwise expected us to keep close to budget.
- (b) The board noted savings of around £4,000 on partitioning work resulting from Annette's negotiations with contractors.
- (c) The board agreed to apply for a company credit card and amend the policy on financial controls section 6d to read *"All payments (other than petty cash payments, direct debits, standing orders, credit card payments or direct bank payments) must be made by cheque against an original invoice or similar document (not against a supplier's statement). Payments to the Inland Revenue and payments of wages will be made by an instruction sent electronically to CAF BANK. Payments made using credit card must be authorised by two approved signatories and credit card debts must be paid each month from our current account."*

7 Director's long leave May to July 2008

- (a) The board noted notes of five staff supervision group meetings during the director's long leave.
- (b) The board congratulated Deborah and Annette on the hard work they had put in during the director's absence to ensure our services maintained their usual high standards.
- (c) Colin agreed to look into improving staff cover and operational systems to ensure that staff are not overburdened when other staff are on leave or ill.
- (d) The board agreed a salary increase for the building manager from point 41 to 49 for mid-May to mid-July 2008 in light of the building manager being acting director during this time.

8 Available office space

- (a) The board agreed to offer TB Alert a licence for the space currently licenced to Victim Support in addition to the space TB currently licences adjacent to this.
- (b) The board agreed to allow TB Alert to end their licence for the ground floor space they currently licence at the end of August.
- (c) The board agreed to offer a licence for the small room created by the move on the third floor to Advance Advocacy.
- (d) Colin reported that during his discussions with groups wanting space at Community Base it had become clear that there is a desperate need for more accommodation in Brighton and Hove for community and voluntary groups and other types of organisations. Colin said he was in contact with a number of groups that we do not have space to accommodate with a view to identifying space for such groups.

9 Community Base news

The board asked Colin to relaunch *Community Base news* with the aim of explaining to people in the building and beyond what Community Base is by providing news of our current activities and other matters of interest.

10 Brighton and Hove Change Up Consortium

- (a) The board noted that while all participant groups at Community Base have the right to join partnerships and devote staff time and other resources to cross-sector partnerships they do not have the right to 'host' these partnerships at Community Base as Community Base is a home only for community and voluntary groups.
- (b) The board noted a letter of 15th May 2008 sent by Colin on its behalf to Brighton and Hove Community and Voluntary Sector Forum (CVSF) informing CVSF that it could not host Brighton and Hove Change Up Consortium (BHCUC) at Community Base because BHCUC is a cross-sector partnership rather than a community or voluntary group.
- (c) The board noted that since this letter was sent to CVSF a second edition of BHCUC's *Spoke* magazine had been published giving Community Base as BHCUC's address despite the board's request not to do so.
- (d) The board noted that BHCUC's *Support for Groups* website continues to give Community Base as BHCUC's address despite the board's request not to do so.
- (e) The board noted that CVSF is now in breach of its licence agreement with Community Base by hosting BHCUC at Community Base despite not having permission to do so.
- (f) The board noted a paper dated July 2008 from Sally Hiscock, chief officer of CVSF, and welcomed its statement that CVSF will ensure that *Spoke* will in future have a postal address other than Community Base.
- (g) The board welcomed CVSF's agreement to an information exchanging meeting with Community Base where this matter could be discussed.
- (h) The board agreed to discuss the matter at its next meeting in light of the information exchanging meeting with CVSF and any actions taken by CVSF to ensure that BHCUC has a postal address other than Community Base.

11 LINK

- (a) The board noted a letter of 15th May 2008 sent by Colin on its behalf to CVSF informing CVSF that it could not host LINK at Community Base and giving its reasons for this decision.
- (b) The board noted that since this letter was sent CVSF has continued to promote LINK as being hosted by CVSF at Community Base despite the board's request not to do so.
- (c) The board noted that CVSF is now in breach of its licence agreement with Community Base by hosting LINK at Community Base despite not having permission to do so.
- (d) The board noted a paper dated July 2008 from Sally Hiscock, chief officer of CVSF, dealing with this issue and welcomed CVSF's agreement to an information exchanging meeting with Community Base where this matter could be discussed.
- (e) The board agreed to discuss the matter at its next meeting in light of the information exchanging meeting with CVSF.