

**Minutes of a meeting of the board of trustees of Community Base
held on 30th May 2006**

Present: Sylvia Alexander-Vine (chair) and Bob Cristofoli

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

1 Apologies

1. Apologies were received from Lucy Stone and Sue Cole.
2. Sylvia asked Colin to email trustees reminding them that apologies should be given if a trustee was unable to attend a board meeting.

2 Minutes of previous meeting

The minutes of the board meeting held on 28th March 2006 were approved.

3 Health and safety

Annette reported on annual risk assessments. Annette said that we had significantly improved our fire alarm system and lighting since last year.

4 Approval of accounts for 2005/06

1. The board approved audited accounts for 2005/06
2. The board noted a letter from our auditors, Clark Brownscomb, concerning these accounts dated 19th May 2006.
3. The board agreed the basis on which audits are carried out by our auditors as stated in a letter from our auditors dated 18th May 2006.
4. The board wrote to our auditors confirming representations in respect of these accounts.
5. The board noted a register of fixed assets at 31st March 2006.

5 Director's report

Colin tabled a report.

1. Colin tabled a balance sheet at 30th April 2006 and an actual against budget report for April 200 which were noted.
2. The installation of our new lighting has been completed apart from minor making good and programming, which is proving more difficult than we had been led to believe.
3. Colin reported on progress with getting water heating solar panels and wind turbines to reduce our energy use.
4. Colin reported that Community Base had not won the Argus Charity of the Year Award but Assert had.
5. Colin reported that our open day had been a success bit with fewer people attending than in previous years.
6. Colin reported that the essay competition for school students has not had a good take up and we would not repeat it.
7. Colin reported that we would be holding an event for Refugee Week.
8. Colin reported that the Elephant Group was still settling in and there were still problems. It was agreed to offer the Elephant Group an extension of its temporary licence until 31st August 2006.
9. The board agreed that Brighton Body Positive be offered a licence from June 2006.
10. Colin enclosed a list of the type of groups using Community Base and was asked to circulate the information to participant groups.
11. Colin tabled a copy of a letter to Food Matters he had received from Tom Scanlon of Brighton and Hove City Primary Care Trust. The board asked Colin to respond to the letter.