

**Minutes of a meeting of the board of trustees of Community Base
held on 31st January 2006**

Present: Sylvia Alexander-Vine (chair), Bob Cristofoli, Paul Evans, Lucy Stone and Bert Williams

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

1 Apologies

Apologies were received from Hong Lu and Sue Cole.

2 Minutes of previous meeting

The minutes of the board meeting held on 29th November 2005, 4th January 2006 and 18th January 2006 were approved.

3 Health and safety

1. Annette reported that the installation of our new lighting was continuing well and on schedule. Bert said that this work had gone very well on the fourth floor and groups were pleased at the way it was being managed to minimise disruption.
2. Annette reported that new safety features were being investigated for 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 31st December 2005 and an actual against budget report for April to December 2005 which was noted.
2. Colin reported that the transfer of our loan from the Nationwide to Triodos Bank had happened today. We have borrowed £1,140,000 from Triodos Bank over 25 years, with the interest rate being fixed for the first five years at 6.17% and then at 1.5% above base rate or at another fixed rate 1.5% above cost of funds to Triodos. £126,153.50, the amount borrowed less repayment of the Nationwide loan and arrangement and legal fees, was deposited into our bank account today and will allow for the financing of that part of our new lighting refurbishment that is not grant funded and other capital improvements. Annual payments for the loan will be £89,567.52 for the next five years compared with the £87,004.68 current repayments to the Nationwide. The board congratulated Colin on negotiating the loan with Triodos Bank.
3. Colin tabled the 2006 poster guide which the board agreed was an extremely useful and valuable publication.
4. Colin reported that payment of our ChangeUp grant for new lighting was being held up for six weeks and that we was negotiating with our builders to continue work while they waited for payment.
5. Colin reported that new cleaners were being taken on in March following a severe drop in the quality of work from our present cleaners.
6. Colin reported that we would be holding a working lunch on 8th March, an open day on 4th May and a meeting for refugee week on 19th June.
7. Colin tabled a letter from Victim Support and a reply from him dealing with Victim Support's phone needs. The board gave its full backing to Colin's position.
8. Colin reported that the Elephant Group had signed a licence agreement for space from 1st January 2006 but had not yet moved in. Colin said he would report further to the next board meeting.
9. Colin reported that he had met every group in January for recorded annual meetings with groups.
10. Colin reported that he was seeking advice about Avian Flu with the intention of developing a policy to be implemented if a pandemic happened.
11. Colin reported on a number of recent developments concerning the relationship between the voluntary and statutory sectors. The board reaffirmed that Community Base existed to provide services and accommodation to independent community and voluntary sector organisations rather than the statutory or private sector or organisations working wholly or substantially under the direction of the statutory or private sector.
12. The board resolved to amend point 3c of the policy on allocation of space from 'that the group is not a for profit company or government body or agency' to 'that the group is a community or voluntary organisation genuinely independent of government, quasi-government or statutory agencies and is not a commercial or for profit organisation'.

13. The board resolved to add a regulation 21 to the licence agreement stating that the licensee agrees 'to not advertise or promote as having an address at Community Base, or provide accommodation or services or access to clients at Community Base to paid workers or volunteers employed by or paid by or managed by or working for or seconded by, any organisation other than the group or project specified in this licence as being run by the licensee at Community Base without the written permission of Community Base'.
14. The board resolved to add a regulation 22 to the licence agreement stating that the licensee agrees 'to remain a community or voluntary organisation genuinely independent of government, quasi-government or statutory agencies and not become a commercial or for profit organisation while licencing space at Community Base'.

At this point Bert Williams left the meeting.

15. The board considered the licencing of space to Food Matters and correspondence from their staff and board. Colin reported that both Food Matters' full-time employees were employees of the Health Promotions/Primary Care Trust (PCT); that one of these workers identifies her role publicly as Health Promotions c/o Food Matters, Community Base; that Food Matters knew of Community Base's policy of not allowing office space at Community Base to be used by statutory agencies but took the view such matters were not ones they would disclose to us; that Food Matters had made clear that they intended to continue their relationship of managing statutory workers working at Community Base. The board resolved to end Food Matter's licence on 30th April 2006.
16. Colin tabled a letter from Friends, Families and Travellers stating that a PCT worker occasionally comes into their office for meetings but is not based at Community Base. The letter was noted.

At this point Sylvia declared an interest and left the room and Bob took the chair.

17. Colin tabled a letter from the Carers' Centre explaining that a Brighton and Hove City Council worker had been based at the Carers' Centre in Community Base since 2000. Given the longstanding nature of this arrangement the board agreed to grant exceptional permission for the arrangement to continue on condition that the council worker did not publicly advertise or promote the existence of a statutory service being managed from Community Base.