

Minutes of a meeting of the board of trustees of Community Base held on 6th November 2007

Present: Sylvia Alexander-Vine (chair), Paul Evans, Jane Frost, Tina Harrison and Lucy Stone

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

1 Apologies

Apologies were received from Sarah Bourne, Bob Cristofoli and Annette Moss.

2 Election of chair and treasurer

The board noted that an annual general meeting had been held since the last board meeting and that traditionally the board elects its chair and treasurer at the first board meeting following each annual general meeting. The board re-elected Sylvia to the post of chair and Bob to the post of treasurer.

3 Minutes of previous board meetings

The board approved minutes of the board meetings held on 11th September 2007 and 14th September 2007

4 Matters arising

Colin reported that he had discussed with BHT the impact on our reception of BHT's reception being shut on Thursday and an agreement had been reached that should make things better.

5 Draft minutes of annual general meeting

The board noted the draft minutes of the annual general meeting held on 8th October 2007.

6 Participant group meetings

The board noted the notes of the September and October 2007 participant group meetings.

7 Health and safety

Colin reported that a bit of our front wall had fallen off today when a replacement for the stolen wheelchair access button was being replaced and that our handyperson Ade was in the process of replacing it.

8 Finance

The board noted a balance sheet at 30th September 2007 and a budget against actual report for April to September 2007.

9 Our carbon footprint

1. Colin tabled a quotation for rewiring our mains supply to create three separate mains circuits – a circuit on all the time for alarm systems, fridges, lighting and so on; a circuit for heating we can turn on at nights and off in summer; and a circuit for sockets that we can turn off at night if we wish. The board asked Colin to continue to explore ways of regulating night time electricity use.
2. Colin reported that he had briefly discussed how to reduce energy use by computers and fax machines with Peter Mason of SCIP and he would look into this matter further.
3. Colin reported that he was still waiting for a report on the feasibility of installing wind turbines on our roof.

10 Sussex Police community placements scheme

1. The board noted papers and the discussion at the participant group meeting concerning this scheme.
2. The board agreed it was important to balance the advantages of greater understanding between police officers and community and voluntary groups with Community Base's need to be seen by the public as a home to community and voluntary groups rather than statutory services such as the police.
3. The board agreed to allow placements under the scheme at Community Base on the condition that police officers do not wear uniforms, they will not have desks or access cards while here, there is only one placement at a time and we are told in advance of any placement.

11 The Chinese Centre and Credit Union

1. The board noted a letter from the Chinese Educational Development Project giving notice ending their licence agreement from March 2008.
2. Colin reported that the Credit Union had indicated its desire to licence the space currently licenced to the Chinese Centre apart from two rooms. The board reaffirmed its offer of space to the Credit Union and asked Colin to negotiate with the Credit Union with a view to them moving into Community Base in March 2008.

12 Broadband connection

1. The board agreed to allow the Community and Voluntary Sector Forum and the Working Together Project to join SCIP's broadband network so they can run their common database.
2. The board agreed to allow Victim Support to have their own broadband connection in order to meet requirements set by Victim Support nationally.
3. The board agreed not to amend the broadband fair usage policy and to continue to consider requests for extra wiring or phone lines on a case by case basis taking into account the wishes of the group concerned and other factors.

13 Washing up in the conference room

1. The board considered lengthy email correspondence with participant groups and the Carbon Trust, a paper tabled by Jane, a report from the Market Transformation Programme and notes of the discussion at the last participant group meeting on this matter.
2. The board decided not to install a dishwasher in the conference room on the grounds of cost, hygiene, practicality and energy efficiency.
3. The board agreed to improve washing up facilities in the conference room by installing two sinks and better draining facilities.
4. The board rejected a request for an online poll on the request for a dishwasher in the conference room as the current consultation mechanisms such as participant group meetings and our email group had allowed for full consultation on the issue.
5. *This point deals with a confidential matter.*

14 Board meetings

1. The board agreed that board meetings are only attended by board members and Community Base staff.
2. The board agreed that the director, as company secretary, was responsible for deciding which items on the minutes of board meetings were confidential.

15 Threshold film

The board noted the film made by Colin about Threshold which is now on the Community Base website.

16 Director's meetings with groups and questionnaire

1. The board agreed that the director's annual meetings with participant groups should take place over the next few weeks.
2. The board agreed that these meetings should no longer be recorded and to amend the licence to occupy to reflect this
3. The board agreed to hold the next annual questionnaire in January 2008.

17 Upcoming events

1. The board agreed in principle to hold an open day in April or May 2008.
2. Colin reported that there would be a xmas party on 13th December.
3. It was agreed that trustees and staff would have a xmas dinner on 18th December.

18 Volunteer search

1. The board noted a letter from Brighton and Hove City Council/Brighton and Hove Primary Care Trust concerning volunteer search and Colin's reply. The board congratulated Colin on his reply.
2. The board noted an unsigned letter from Brighton and Hove ChangeUp Consortium concerning volunteer search and Colin's reply to it on behalf of the board. The board expressed concern at the letter's misleading claim to be from "Brighton & Hove Infrastructure organisations" when the letter had clearly not been sent on behalf of all such groups. The board did not consider anything needed to be added to Colin's reply which made clear Community Base's wish to meet Brighton and Hove volunteer centre at any time to discuss how to work together best to promote local volunteering.
3. Deborah reported that a number of local community and voluntary groups had told her they had got volunteers through volunteer search and were very grateful for the service.
4. Colin reported that Community Base and Pip Jones, the software developer who created volunteer search, have been selected as finalists for Best IT Volunteer Project (Innovation) at the iT4Communities IT Volunteer Awards 2007 on 29th November.