

Minutes of a meeting of the board of trustees of Community Base held on 9th January 2007

Present: Sylvia Alexander-Vine (chair), Bob Cristofoli, Paul Evans, Jane Frost, Tina Harrison, Hong Lu, Mel Shad and Lucy Stone

In attendance: Colin Chalmers (director and minutes), Annette Moss (building manager) and Deborah Sprackling (receptionist/administrator)

1 Apologies and introductions

Apologies were received from Sarah Bourne. Everyone introduced themselves including those who had not attended board meeting before - Jane Frost of Assert, Tina Harrison of TB Alert, Mel Shad of Carr-Gomm and Deborah Sprackling, our new receptionist/administrator.

2 Minutes of previous meeting

The board approved minutes of the board meetings held on 14th November 2006 and 21st November 2006.

3 Minutes of extraordinary general meeting

The board noted draft minutes of the extraordinary general meeting held on 14th December 2006.

4 Matters arising

The board agreed that the extraordinary general meeting had been constructive and welcomed the involvement of participant groups in Community Base.

5 Complaint from Brighton and Hove Community and Voluntary Sector Forum

The board noted the complaint from Brighton and Hove Community and Voluntary Sector Forum and the findings of the complaint panel comprising Bob Cristofoli and Paul Evans. The board thanked Bob and Paul for their work on this matter.

6 Health and safety

Annette reported that there were still some problems with **heaters** which were being investigated.

7 Finance

1. Colin tabled a **balance sheet** at 30th November 2006 and an **actual against budget** report for April to November 2006 which were noted.
2. Colin reported that some income had been lost from **photocopying** while changing to a new photocopier.
3. Colin reported that **Brighton and Hove Community and Voluntary Sector Forum** had asked that some of their room hires be marked with a payment code they gave us so they could be sent on to another organisation who had used the room and would pay for it. It was agreed that groups should only book rooms that they pay for and not book rooms for other organisations at the lower rate we charge participant groups. It was agreed that we would not provide payment codes as requested.

8 Lighting

Annette reported things were going well with the lighting with most problems sorted.

9 Solar water heating

Annette reported that our application for planning permission for solar water heating had hit a problem but we were continuing with the application.

10 Energy use

Colin was asked to contact Steve Cranston with a view to getting some advice about energy efficiency.

11 2007 guide to Community Base and other services in Brighton and Hove

The board congratulated Colin on the guide and the translated guides. Colin reported that Deborah was working on an enlarged mailing list to get the guide out widely across the city.

12 Our website

Colin reported that he had updated our website including making the page with important information for people at Community Base clearer, putting all our policies online and updating our homepage so it gives a clear statement of Community Base's aims, activities and values.

13 Broken window

Colin reported that our biggest front window was broken over the xmas period in what was a racist attack.

14 Black and Minority Ethnic Community Project (BMECP)

Colin reported on a productive meeting with Patrick Saintas, the new chair of BMECP, over xmas.

15 The Scarman Trust

Colin reported on correspondence with Simon Burgess, the leader of Brighton and Hove City Council, in support of the Scarman Trust whose support for small local community groups is being threatened.

16 Sussex Community Internet Project (SCIP) and aMaze

Colin reported that SCIP and aMaze had asked to swap offices as SCIP want a smaller office and aMaze have been asking for a bigger one for some time and this was agreed.

17 Brighton Body Positive

Colin reported that Brighton Body Positive may be leaving but had not given notice yet.

18 The Elephant Group, Chinese Centre and Chinese Society

Colin report that the Elephant Group have given notice ending their licence agreement on 31st March 2007. The Chinese Centre agreed that it would licence the space, which is inside the Chinese Centre, as the Elephant Group was licenced the space on condition that this happen if the licence was ended. Hong Lu reported that the work of the Elephant Group may continue under different management and subject to agreement with Community Base.

Colin and Hong Lu agreed to meet with the Chinese Society to see if they could make greater use of the Chinese Centre.

19 St John Ambulance Homeless Service

Colin reported that St John Ambulance Homeless Service had given notice from 28th February.

It was agreed to offer the space currently licenced by St John Ambulance Homeless Service to Mencap Pathways.

20 Meeting about ChangeUp

Bob and Mel expressed interest in meeting Paul Jarvis to discuss ChangeUp.

21 Participant group meetings

Colin reported that with the events leading up to the extraordinary general meeting a participant group had not been held recently. It was agreed to call a participant group meeting in January to discuss issues as usual and including how often we hold these meetings, whether we set dates ahead, minuting etc while ensuring that participant group meetings did not become overly formal.

22 Proposal to help potential volunteers and community groups seeking volunteers

Colin tabled some correspondence with Volunteer Centre Brighton and Hove (VCBH) over our attempts to provide help to the hundreds of people visiting Community Base who want to volunteer.

It was agreed that we would create a database of volunteer opportunities with community and voluntary groups in Brighton and Hove called *volunteer search* along the lines of *venue search*. It was agreed we would initially make the database available to people visiting reception and then online as a sister service to *venue search*.

At this point Mel Shad left the meeting.

23 Community Base review

The board approved the draft terms of reference for the review as amended by the meeting. The board congratulated Colin on the review questionnaire.

24 Appointment of review consultant

Colin reported that following consultation with a number of trustees and others he had approached five potential consultants to run the review. Colin tabled CVs he had received from three of these, Jen MacDonald, Jeremy Spafford and Jan Walker.

Sylvia reported that she, Paul and Colin had met Jeremy Spafford on 8th January as his CV suggested he would be the most suitable consultant. Jeremy is an Oxford-based consultant with the voluntary sector

recommended to us by Bill Bolloten, a London-based consultant specialising in refugee issues who has helped us with refugee week meetings in the past.

The board agreed to ask Jeremy Spafford to act as consultant for the review.

25 new trustees

The board agreed to appoint Jane Frost, Tina Harrison and Mel Shad as Community Base trustees.