

## Minutes of a meeting of the board of trustees of Community Base held on 9th July 2009

**Present:** Sylvia Alexander-Vine (chair), Bob Cristofoli, Ros Cook, Jane Frost and Lucy Stone

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

### **1 Apologies**

Apologies were received from Sarah Bourne, Adrian Davies and Paul Evans.

### **2 Minutes of May and June board meetings**

The board approved the minutes of the board meetings held on 14th May 2009 and 11th June 2009.

### **3 Matters arising from May and June board meetings**

Colin reported that our meeting for Refugee Week 2009 had been a great success, with over 70 people attending.

### **4 May and June 2009 participant group meetings**

As only Annette and Colin attended, no participant group meetings took place in May or June 2009.

### **5 Correspondence**

- a. The board noted a letter from Capacitybuilders informing us that our bid for funding for new windows from its capital investment programme 2008-11 had been unsuccessful.
- b. The board noted a letter from Colin to Ted Kemble, Lead Councillor for Enterprise, Employment and Major Projects at Brighton and Hove City Council and our local councillors concerning the decision of Brighton and Hove ChangeUp Consortium (BHCUC), of which Brighton and Hove City Council is a member, not to support central government funding for new windows at Community Base.
- c. The board noted a covering letter sent with a copy of the above letter to Councillor Mary Mears, the Leader of Brighton and Hove City Council.
- d. The board noted an email dated 5th May 2009 from Colin to Jim Simpson, Brighton and Hove ChangeUp Project Manager, pointing out that following an email sent by Colin in March 2009 to a circulation list for discussions between BHCUC and around 30 local infrastructure charities, community groups and council officers querying the decision of BHCUC not to support government funding for new windows at Community Base he had been removed from this circulation list. In his email Colin requested that Community Base be reinstated on this circulation list and the board noted assurances by email from Jim on 5th May and 2nd July that this would be done. Colin reported that as yet Community Base still appeared not to be included on the circulation list.
- e. The board noted email correspondence in the Community Base email group about cleanliness in the conference room and kitchens.

### **6 Health and safety**

- a. Annette described our arrangements for the evacuation of people with limited mobility from Community Base offices and meeting rooms.
- b. Annette reported that she and Colin were constantly reviewing our response to the current flu pandemic. Initially we are increasing the availability of paper tissues and handwash.

### **7 Our carbon footprint**

- a. Colin reported that he had received the signed Carbon Trust loan agreement for the Powerperfector and asked Annette to supervise its installation.
- b. Annette reported that insulation had now been fitted on the car parking ceiling.

### **8 Finance**

- a. The board noted balance sheets at 31st May 2009 and actual against budget comparisons for April and May 2009.
- b. The board decided not to transfer Community Base's current account to the Triodos Bank.

### **9 Policies**

The board agreed changes to the policy on financial controls, policy on illegal drug use, policy on long service leave, policy on relationship with participant groups and staff disciplinary procedure.

## **10 Networking with other community buildings**

- a. Colin reported that Community Base would be hosting a meeting of Brighton and Hove Community Buildings Network in October to celebrate the network's tenth birthday.
- b. Colin reported that he had agreed to set up an email group for people running community buildings in Brighton and Hove to share information and discuss issues of mutual interest.

## **11 2009 annual questionnaire**

The board noted a draft annual questionnaire for 2009.

## **12 Time of annual general meetings**

The board considered a request made at the 2008 annual general meeting that general meetings be held during the day rather than in the early evening. The board asked Colin to consult the next participant group meeting on this matter.

## **13 Standards of core services**

The board noted a statement of acceptable standards for Community Base's core services.

## **14 Advertising planning permission**

Colin reported that he had approached Brighton and Hove City Council about renewing planning permission for advertising on our north wall, which expires in September 2009, on the same terms as we are currently granted it.

## **15 New windows**

- a. Colin reported that as a result of not getting funding from Capacitybuilders we will not now be able to install new windows over the next two years.
- b. Annette reported that she and Colin were consulting professionals over the installation of new windows.
- c. The board asked Colin and Annette to continue to seek professional advice on the installation of new windows as a basis for an options appraisal and tendering process.

## **16 Smoking**

- a. The board considered a request from a participant group that we no longer allow smoking on the fourth floor balcony.
- b. The board asked Colin to consult people working at Community Base and hiring the conference room for their views on smoking at Community Base and agreed to consider the matter again at its next meeting.

## **17 Office space**

- a. The board agreed to licence the space currently licenced to Brighton and Hove Community and Voluntary Sector Forum to Mencap from 1st December 2009.
- b. The board agreed to licence the space currently licenced to Mencap Personal Support and Housing to Brighton and Hove Volunteers from 1st December 2009.
- c. The board agreed to licence the space currently licenced to Mencap Education and Employment to Cruse from 1st December 2009.

## **18 Conference on community action in Brighton and Hove**

Sylvia and Colin reported on a conference on community action in Brighton and Hove organised by the Community and Voluntary Sector Forum on 3rd July 2009 that they had attended.

## **19 Draft volunteering strategy for Brighton and Hove**

- a. The board noted and discussed a draft volunteering strategy for Brighton and Hove.
- b. The board asked Colin to respond to the draft strategy on its behalf.