

## **Community Base participant group meeting 27th September 2007**

The meeting was attended by Colin and Annette (Community Base), Duncan (Community and Voluntary Sector Forum), Asif (Victim Support) and Vicky (Sussex Interpreting Services).

### **1 Groups in and out**

Colin said that River Ocean, one of Community Base's original groups, was moving out on Monday but was keeping Community Base as a postal address. Crossroads are moving into River Oceans' office, TB Alert's into Crossroad's and a new group, the Mediterranean Resources Network, was moving into TB Alert's office.

### **2 Car park**

Colin explained that the board had rejected the Community and Voluntary Sector Forum's suggestion that all participant groups should be given one or two days parking a month as it would be difficult to administer and encourage car use. Instead it had been decided that while only groups that pay to park in the car park can do so groups that don't pay can load and unload and use the car park outside reception hours at the discretion of the receptionist. Duncan said it was a shame that groups could not park for a day while loading or unloading as this would be more convenient. Annette suggested that people use the nearby NCP car park for this.

### **3 Broadband fair usage policy**

Colin said that our broadband was being upgraded significantly and that a fair usage policy had been introduced with clear criteria by which groups' use of broadband could be assessed. Asif asked if groups could put in their own internet connection. Annette said this would not be possible as it would lead to difficulties in managing telecommunications in the building. Colin suggested Asif, or anyone thinking about using an application that could adversely effect other groups' broadband use, should talk to him beforehand.

### **4 Making the conference room a throwaway free zone**

Colin reported that after consulting all groups using our conference room the board had decided to ban the use of throwaway plates, cutlery and drinking utensils from the conference room. Duncan said it had been a dramatic change from having locked cupboards to making plates and cutlery available. Duncan said the Community and Voluntary Sector Forum was not against people using renewable plates in principle but had thought it would not be practicable to make people do so. Colin suggested that groups take along their own washing up liquid if they were going to need some in case the washing up liquid supplied had run out. Annette explained she was looking into new green cleaning supplies.

### **5 Composting**

Annette explained that she had looked into composting kitchen waste but this was not feasible.

### **6 Police placements**

Colin said he had discussed a scheme for placing trainee police officers with community groups with its coordinator at Sussex Police. Colin said groups considering joining the scheme should contact him as permission was needed for this. Asif mentioned that he had been approached and agreed to discuss this with Colin. Colin said that decisions about people from outside agencies coming to work at Community Base took into account a lot of factors including Community Base's need to maintain a reputation as a home for community and voluntary groups rather than state or commercial organisations, the value of joint working with other sectors, the length and type of the placement, the views of other groups, whether an outside group intended to promote itself as being based at Community Base and so on.

### **7 Going online with faxes**

Colin said he was looking into helping groups change to receiving and sending faxes online rather than over phone lines, saving groups the cost of faxlines and reducing the building's use of electricity.

### **8 Publications under logo window**

Colin said we were getting holders for the group logos in the front window to replace the current sellotape system and would be removing publications that seem to have expanded there from reception.

### **9 Groups with financial problems**

Colin raised the issue of groups with financial problems and how Community Base could help them without losing rental income. Colin reported that when Brighton Body Positive had gone bust recently Community Base had lost money and a room was empty for months.

### **10 Mice**

Annette said the mice problem was being dealt with but that people were still leaving loose food out.