

Minutes of the M11 2024 Trustees' Meeting

Venue Online on MS Teams	Date Monday 11 th Nov 2024 6.30 pm
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Trustees Present Colin Bell David Atkins Emma Welch Richard Taylor Carolyn Place Martyn Cooper Nick Daisley	Also Present Tanya Parkinson Vicki Silk Crispian Denby
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Welcome.

David and Richard welcomed everyone to the meeting and introduced Crispian Denby. Apologies had been received from Neil Griffiths and Rosie Wheeler

Vicki Silk attended the board meeting for the third time since her expression of interest to join the trustee board.

Crispian Denby attended the board meeting for the first time following his expression of interest to join the trustee board.

1. Minutes of the previous trustee meeting and AGM

The minutes from the Annual General Meeting (October 2024) were agreed as accurate by the trustees present. These can be sent to the members and published on the website. They will be ratified at the AGM in 2025.

The minutes from the Meeting M10 (October 2024) were agreed and ratified as accurate by trustees present, these can be published on the website.

Action Emma

Matters Arising

Yvonne has accepted the invitation to become a Patron of the charity. Rosie and Kate have been discussing how to mark this and have suggested planting roses in the garden for our three patrons. The trustees agreed to this in principal and Emma will ask Rosie to pursue this by finding costings.

Action Emma/Rosie

2. Financial Update

The finances are currently in a healthy state. Richard thanked Sarah, Tanya and Crispian for their work this month to produce a six month set of management accounts. Richard shared the accounts and discussed.

Trustees queried a steep increase in cost of utilities. Emma agreed to look at a break down of what we are currently paying, will provide a summary for Nick who will then help to work on reducing costs.

Action Emma and Nick

Xero, Next Steps

The trustees agreed that we should move away from the current spreadsheet system and onto Xero. This is confirmed by Crispian who has done a lot of work on the spreadsheet this month, but still agrees it is hard to manage and inefficient. Xero will be safer and produce easy and clear reports. This will be approached as a project, Emma will add it to the Progress of Actions Sheet. In the meantime Sarah will continue to use the spreadsheet, which, although time consuming, does give the office a way to monitor and record a detailed breakdown of spend for each restricted grant.

See appendix A

A new volunteer, Meg, has agreed to help set up Xero. A meeting is scheduled this week for Meg, Crispian, Sarah and Tanya.

The trustees approved the monthly cost of using Xero (starting at £16 per month and currently with a 90% reduction special offer).

The setting up and moving onto the package will require a considerable piece of work and the trustees agreed that this could be resourced externally using a charity book keeper if required.

Action Tanya/ Crispian

3. Governance, Policies, Strategy

The Risk Register.

David had updated and circulated the risk register prior to the meeting. The Register is stored in the ADMIN channel on MS Teams. He thanked trustees for their comments.

Trustees discussed the Risk : 'Loss of premises' Vicki offered to look over the lease to see if other mitigating factors can be introduced. Emma will share this with her.

Action Emma/Vicki

Risk: 'Flooding'. Recent heavy rain has seen a increase to the possibility of run-off flooding of the premises. Tanya has discussed with Adam and remedial work on drainage is required which will commence after the winter fayre.

Action Richard/Tanya

Crispian will send some comments on Financial Risk to David.

Action Crispian

Volunteer Review

The trustees thanked Tanya, Colin and Sarah P for attending a recent Community Volunteer Expo. Tanya reported that it was an extremely useful event which has led to three new volunteers.

Currently the Project is looking for more volunteers for Craft and Woodwork, particularly for a Monday and a Thursday.

Fundraising Review

Both Tanya and Carolyn have met with Rachel. Carolyn will continue to catch up with Rachel each month. A recent grant has been submitted to the Wiltshire Community Fund.

Rachel would like to continue to improve our local profile and expand ways to engage the local community in fund raising activity. Carolyn will explore links for further corporate days in 2025. The trustees discussed and approved the idea of engaging local volunteers as 'Root and Branch Fundraising Champions' to help raise money and awareness locally.

The trustee discussed a move to an upgraded Pro-version of Just Giving. This will be explored further in the New Year.

A Root and Branch leaflet has been professionally printed. We have 1500 copies to disperse in the local community. 500 copies will be taken to the Sparsholt Christmas event (21st November) who are raising money for us this year. The trustees thanked the organisers of this event for choosing us as their 'charity of the year' and Root and Branch will have trustee/volunteer presence throughout the event.

Our own Christmas Fayre is on Sunday the 1st December. Tanya asked for help on both the Saturday and the Sunday to set up, make cakes and attend the Fayre. Please go along if you are able.

Action All

4. Operational Review

HR Update on working patterns.

Staff (working more than 6 hours on a day) have been offered a half hour uninterrupted break if they would like to take it once the participants have left. Currently the team have chosen to end their working day at 4pm.

Tanya has introduced a monthly opportunity for all staff to work one day at home. This is welcomed by the board who recognise this will be good for staff welfare and help the staff keep on top of important admin and reporting work.

6th January will be a staff development day and the 7th January will be closed to participants for staff and volunteers to engage in and plan activities for 2025.

Health and Safety

The independent fire action plan is complete.

Tanya asked for advice and help to maintain the safety of equipment in the woodwork area. Nick will ask a contact if he would be able to visit and perform a maintenance check for us. (Vicki also knows someone who might be able to help)

Action Nick

OMHP

The Oxfordshire Mental Health Partnership have confirmed our funding for a further 2 years, at which point we will have to reapply.

5. Date of Next Meeting

Date of next meeting will be Tuesday 10th December. To include Items from the rolling agenda:

- Plan Policy review for 2026
- PR/Marketing Review

The meeting in January 2025 was agreed: Monday 13th January.

6. Thanking Staff and Volunteers

The trustees would like to thank all our staff and volunteers for another year of hard work and extraordinary commitment to Root and Branch. The trustees will aim to have a member present at each of the Christmas lunches to make sure that thanks are passed on in person. Emma will write all the volunteers a card from R&B and the trustees approved a £25 gift voucher for each member of staff this Christmas.