Minutes of the M6 2026 Trustees' Meeting

Venue	Date
Online on MS Teams and on site at Root & Branch Westmill	Monday 13th July

Trustees Present	Also Present
David Atkins Emma Welch Nick Daisley Richard Taylor Carolyn Place Colin Bell	Rosie Wheeler

1. Welcome and Apologies

David welcomed everyone to the meeting.

Apologies:

- Vicki

The Board noted the resignation of Trustee Martyn and recorded its sincere thanks for his significant contribution over the past two and a half years. Some trustees had written personally to thank him, and it was agreed he would be invited to any future social occasions and open days so that he could be thanked personally.

2. Minutes of Previous Meeting

The minutes of the meeting held on 9 June 2026 were approved.

Prior to publication, wording relating to the proposed staffing restructure will be amended to reflect that discussions remain ongoing.

Outstanding Actions (See appendix A)

- Website development remains in progress.
- Health & Safety Subcommittee meeting postponed and will take place during July.
- Carolyn will complete the review of the Health & Safety Policy and produce an accompanying operational checklist for Richard and Rosie.

3. Fundraising Update

Karen presented a comprehensive fundraising update.

The Board commended the significant work undertaken to create a fully updated fundraising database and SharePoint filing system, improving visibility of funding opportunities and applications.

Updates included:

- Fundraising tracker now fully operational.
- PayPal charity account and Facebook Donate button progressing.
- EasyFundraising continues to generate unrestricted income.
- Work underway to regain administrative control of Instagram.
- Proposal to obtain a Small Society Lottery/Raffle Registration.
- Legacy giving information leaflet in development.
- Continued grant applications across a range of funding opportunities.

Strategic Discussion

Trustees discussed developing more project-based funding applications by linking grant bids directly to organisational objectives, particularly:

- seasonal garden projects
- participant outcomes
- therapeutic gardening
- staff roles linked to measurable outcomes

Karen requested greater visibility of organisational funding priorities to better target future applications.

Board comments

- Core funding remains difficult to secure.
- Project funding should be aligned with existing organisational priorities wherever possible.
- Trustees will support development of future funding bids.

4. Finance

The Board reviewed the Quarter 1 financial position.

Key points included:

- Income: approximately £38.4k
- Expenditure: approximately £40.2k
- Quarter deficit: approximately £1.8k
- Expenditure remains below budget.

- Cash reserves stand at approximately £100k (within the required level), providing financial stability.

The Board noted:

- National Lottery funding is due shortly.
- Year-end accounts are progressing.
- Sarah continues work to reconcile restricted funds.
- Accounts are required by the accountants by the end of August.

Treasurer Recruitment

The prospective Treasurer has withdrawn from the recruitment process.

Trustees agreed to:

- continue recruiting for a Treasurer;
- refresh publicity for the role;
- use wider professional networks;
- review the wording of the role description to better reflect the support available.

Bookkeeping Support

The Board agreed to continue engaging Emma Endicott to provide bookkeeping support during the vacancy in the Treasurer role.

5. Operations and HR

Rosie presented the Centre Manager's report. She had circulated the report to the board ahead of the meeting.

Highlights included:

- New participants joined since June.
- Participant numbers now stand at 28 across 31 sessions.
- Monthly planning for the Christmas Fair will begin immediately.
- Craft activities will become more structured and clearly linked to therapeutic goals.
- Daily participant and staff debrief sessions have been introduced.
- Increased focus on individual goal setting and measuring outcomes.
- Positive engagement with Restore regarding future partnership and recommissioning.
- New relationships developing with social prescribers and Rotary.

- Volunteer support secured from Nationwide and Zurich.
- Accessibility audit proposed.
- Pathway improvements funded but scheduled for November.
- Prevent training will be rolled out to volunteers.
- Safeguarding policy review continues.
- Fire evacuation exercise identified improvements required to alarms and assembly arrangements.

Health & Safety

The Board discussed:

- workshop risk assessments;
- Health & Safety policy review;
- need for practical checklists;
- clearer recording of inspections and spot checks.

The Health & Safety Subcommittee meeting will take place during July.

Lottery Project

The board agreed that this should begin in the August.

The Out Reach Project Initiator Role has been established and agreed. David will contact TP regarding this. The board agreed unanimously that this role should be offered to TP if Kate from the National Lottery was in agreement that this did not break their recruitment policy. Daivd will contact Kate Hood to explain the situation.

Other recruitment includes a maintenance gardener (as written in the bid). The board discussed the need for this.

6. Governance Policy and Strategy

Lease :

Review complete. Many thanks to Vicki for working with Adam on this. The board agreed that Nick and David would be the signatories for the new lease on the 27th July.

Policy Review (see Appendix A)

Emma thanked all trustees for their input. All reviewed polices for 2026 are in the Policy Review folder in Teams. There is still work to do on the Health and Safety Policy (Carolyn) and the Safeguarding Policy (Nick). Emma and Rosie will go through all reviewed policies for publication.

AOB:

Trustee Celebration for Adam. The trustees would like to thank Adam for his ongoing support, for the completion of the new 10 year lease and mark his recent award. Colin will talk to Liz about this.

Staff Structure : Colin raised some important points about the staff structure and the board must soon consider that Rosie's interim role will be ending on the 1st November. This it to be added to the Agenda for the August Meeting

Actions

Amend June minutes before publication	Emma
Arrange Health & Safety Subcommittee meeting	Richard & Rosie
Produce Health & Safety checklist for Policy	Carolyn
Share grant tracking information with Karen	Rosie/Sarah
Develop project-based funding proposals	Rosie, Karen and all trustees
Continue Treasurer recruitment campaign	Emma, Rosie and All trustees
Review Treasurer role descriptionTrustees	Emma/Richard
Continue engagement of Emma Endicott	Board
Fire Alarm Audit	Rosie
Contact TP regarding the Lottery Initiator Role	David
Contact Kate H (National Lottery) about recruitment	David
Contact Liz about celebration for Adam	Colin
Staff structure on the August Agenda	Emma

Next Meetings

- **August 4th and September 8th (Tuesday) :** Full board meetings
- **13th October :** Annual General Meeting