

Minutes of the M6 2024 Trustees' Meeting

| | |
|--|---|
| Venue Root & Branch Westmill Farm & Online MS Teams | Date Monday 10 th June 2024 6.30 pm |
|--|---|

| | |
|--|---|
| Trustees Present Richard Taylor Alistaire Knight Rosie Wheeler Emma Welch David Atkins Neil Griffiths Nick Daisley | Also Present Tanya Parkinson Martyn Cooper |
|--|---|

Welcome

David welcomed everyone to the meeting. Apologies had been received from Colin Bell. Martyn Cooper attended a meeting for the first time following his expression of interest to join the board.

1. Minutes of the previous trustee meeting

The draft minutes of the Meeting M5 (May 2024) were agreed and ratified as accurate by trustees present, they can be saved and published on the website.

Action Emma

Matters Arising

There were no matters arising from the May minutes.

Three items remain on the Progress Sheet for review and update next month:

The development of the new website will be picked up after the summer closure.

Tanya and Rosie updated the board on Health and Safety (minuted in the Operations section of these minutes)

The board continues to review the policies and this month the Finance Policy will be reviewed.

See Appendix A for Actions.

2. Financial Update

Review of the Finance Policy

The Board reviewed sections 1 -4 of the finance policy.

The Trustees approved the current banking arrangements. Currently we have two accounts, one for income and one for expenditure. It is suggested that we have a third interest-bearing account for savings.

Martyn suggested:

3 accounts:

Cash - day to day +3 month reserves

Income - monies in (to be then moved to Cash or Growth accounts)

Growth - Funds not used to keep 'Cash' at right level getting interest and available for projects

Emma will contact the bank and explore opening a third account for growth.

Action Emma

The trustees agreed to keep the Pension Scheme with NEST and the insurance with Zurich.

The trustees approved the current independent examiner of our statutory accounts and agreed to continue with our current payroll provider.

All trustees remain entitled to see copies of bank statements and we were reminded that these do contain an element of personal data, therefore should be treated with discretion. Emma will check the wording of the confidentiality agreement that all board members have signed.

Action Emma

Any other comments on the Finance Policy will be emailed this month so that the review can be completed by the end of June.

Action All

Finance Report

Alistaire had met with Sarah and Tanya to talk through the new cash book. Sarah requires more time in her working week to complete the cash book and has offered to work extra hours on Friday mornings. The board approved two hours overtime per week to enable Sarah to catch up with this work.

Alistaire reported that Root & Branch finances remain healthy and that reserves are good. He is sorting through some last loose ends in order to finalise the accounts for 2023-2024. The board discussed the challenges that are being faced, particularly around the allocation and spending of restricted funds.

Emma, Neil and Richard all agreed to review the analysis of the restricted funds, with a particular view of any unspent funds. The board agreed that two trustees are required to sign off spending against restricted funds. Emma and Neil agreed to meet to start this process. Alistaire will send a list of funds that need to be reviewed.

Action Emma and Neil

Fundraising

Rachel has successfully received grants for core funds from two applications. The board would also like to thank Adkins who, after coming for a working party day, secured a grant for Root & Branch.

Rachel is currently working hard to complete an application for a grant for the Oxfordshire Community Foundation.

3. Operational Review

Recruitment

Kate, the new therapeutic gardener has started and settled into the team quickly, she is already proving to be a huge asset to the staff team and we are delighted to have her on board. The trustees thanked Katie again for working hard right up to her last day to make sure that the plant sale was a success and for returning to give Kate a hand over.

Health and Safety

There has been one health and safety incident at R&B this month, it has been dealt with in a very effective and appropriate manner by all staff. Nick has offered to source some hard hats for use by volunteers who come on site to help with maintenance work.

A first aid course is happening on site this month to bring all first aiders up to date and to provide training for new first aiders.

Rosie is continuing to work with Tanya and Roger to complete the health and safety action plan. She will obtain a quote for an independent Fire Safety Risk Assessment to be completed on site.

Action Rosie

Supervision Budget

Tanya recommended that staff supervision should incorporate some opportunities for the staff to have one-to-one support and telephone support. Currently staff supervision is booked for group sessions. Tanya will research the cost implications of having some one-to-one sessions available and circulate this information to the board.

Action Tanya/Emma

Commissioners

Tanya remains an excellent advocate for Root & Branch within the Oxfordshire Mental Health Partnership. She reported that she is currently working with them to aim to secure funding as we move into 2025.

Kitchen renovation

Tanya has received quotes from B&Q to replace and renovate the kitchen. There is an opportunity to receive funding from B&Q to pay for this. The trustees thanked Tanya, Rachel and B&Q for their work on the funding for this project. £2,500 of funds have already been raised and the total cost of the project will be approximately £10,000. The Trustees agreed that this money should be spent to pay for the best 'Gold Standard' of Kitchen units quoted by B&Q.

Tanya is attending and presenting at a Dragon's Den event to try to secure more funding for Kitchen equipment.

The trustees agreed that this project is important and should be started as soon as possible. Reserves will be used where necessary to get the project started whilst other funding is secured. The application for B&Q funding will be submitted first and Tanya will find out if work can begin whilst the application process is progressing.

Action Tanya/Rachel

Volunteers Jo and Peter are doing the kitchen installation work and the trustees thanked them for the huge amount of work they are doing at Root & branch.

4. Governance, Policies, Strategy

Policy Review

Emma has created a new folder in Teams for the review of 2024 Policies. The Finance Policy was reviewed this month – Trustees will circulate final points via email. Next month the Recruitment Policy will be reviewed.

Action All & Rosie

Monitoring and Evaluation: Tanya will circulate information to the board via email.

6. Date of Next Meeting

Date of next meetings will be:

9th July 2024: 6.30pm At Root & Branch Westmill

Rolling agenda: Policy review (Recruitment Policy **Action Rosie/Neil**)

PR/Marketing Review (Board Discussion, Martyn offered to help)

Fundraising Interim Review. (**Action Rachel/Tanya**)

12th August 2024: 6.30pm At Root & Branch Westmill (and online on MS Teams)

9th September 2024. 6.30pm At Root & Branch Westmill (and online on MS Teams)

The Annual General Meeting will be Tuesday **8th October 2024**, At Root and Branch.