

Minutes of the M3 2023 Trustees' Meeting

Venue At Root & Branch Westmill	Date Tuesday 14 th March 2023
Trustees Present Nick Daisley Emma Welch David Atkins - Online Richard Taylor Svetlina Jeanneret	Also Present Karen English Rosie Wheeler Tanya Parkinson

Welcome.

Nick welcomed everyone to the meeting. Apologies were received from Alistaire Knight, Ian Matheson and Colin Bell. Rosie Wheeler sat in on the meeting for the second time following her expression of interest to become a trustee. Tanya Parkinson sat in on the meeting for the first time having accepted the position of Centre Manager. Tanya starts in the role on the 11th April 2023.

1. Minutes of the previous trustee meeting considered for accuracy and Matters Arising.

Minutes from the Meeting M2 (February 2023) were agreed and ratified by trustees present. These can be moved to the 'Approved Folder' in Dropbox and published on the website.

Action Emma

Matters Arising

The New Strategic Plan is complete. The board would like to thank David for all his work on this. This can now be published on the website and this item will be removed from the Progress Sheet.

Action Karen

Policy Review

Emma is finalising the policy review this month with an aim to have all policies updated and available in drop box by the 30th March. Karen recommended an addition to the volunteer handbook to clarify our position on physical boundaries. Karen will write a new clause to be added to the handbook.

Action Karen See Appendix A

Six items remain on the Progress Sheet.

2. Financial Update

Alistaire will prepare the monthly financial update and circulate via email.

Action Alistaire

3. Operational Review

Karen had circulated her Managers' Report to all the trustees ahead of the meeting. There were no issues raised for Trustee decision.

Referrals remain low. Trustees had a useful discussion with the new Centre Manager present. Transport and accessibility is an issue. Karen recommends that using volunteers to help with transport should be considered and it is agreed to review this procedure within our Service User Involvement Policy (and check for consistency in the Volunteer Handbook)

Action Emma

Emma will reconnect with the DWP and forward the contact to the new Centre Manager when she is in post.

Action Emma

4. Governance Policies and Strategy

Karen had circulated a report ahead of the meeting:

'Health & Safety and Risk Assessment Summary Report (March 2023)'. This was to cover rolling agenda items.

All trustees will read Karen's report and get in touch with Karen if they have any queries or comments. Karen has made several recommendations within her report which will be passed on to the new Centre Manager.

Action All Trustees and Karen

Staff Recruitment

Karen updated the board. Katie the new therapeutic gardener started working on the 13th March. Katie is an experienced gardener who is also currently completing her qualification in Social and Therapeutic Horticulture with Thrive. Katie was excellent at interview and already is demonstrating her keenness to develop the therapeutic nature of the garden at R&B. Three candidates were short listed for this position, all of whom were well suited to the role, and all came onsite for interviews and trials – Karen thanked the trustees who helped with the interview process.

Tanya has been appointed to the Centre Manager role. The board are delighted with this appointment. Tanya has a wealth of experience in the public and charity sectors, has managed small teams and worked in counselling in a supervisory role. The response to the job advertisement was excellent and Tanya was selected from a shortlist of three who all came on site during the interview process. Again Karen thanked the trustees, staff and volunteers who helped during this process.

Fundraising Update

Nick gave the trustees a fundraising report. Jasper the professional fund raiser is making applications for grants for specific funds. He still needs to be more proactive in application for core funds. Karen and Nick remain concerned about his ability to communicate on our behalf effectively, but this is starting to show improvement.

Colin has studied the contract and has suggested a review meeting. Nick and Alistaire will set this up.

A recent invoice has been received from the Fundraising company – but at this current time the trustee board were unhappy to pay this in full until the contract review meeting has taken place.

Action Nick and Alistaire

It is agreed that the focus of the April meeting will be on fundraising strategy.

5. Date of Next Meeting

Date of next meeting will be April 4th at 6.30pm on MS Teams

Action Emma

Rolling Agenda Items for the April Board meeting:

- **Fundraising for the year ahead.**