

## Minutes of the M7 2024 Trustees' Meeting

<b>Venue</b> Root & Branch Westmill Farm & Online MS Teams	<b>Date</b> Tuesday 9 <sup>th</sup> July 2024 6.30 pm
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<b>Trustees Present</b> Richard Taylor Emma Welch David Atkins Nick Daisley	<b>Also Present</b> Tanya Parkinson Martyn Cooper Carolyn Place
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### Welcome

David welcomed everyone to the meeting. Apologies had been received from Colin Bell, Rosie Wheeler, Neil Griffiths and Alistaire Knight.

Martyn Cooper attended a meeting for the second time following his expression of interest to join the board. Carolyn Place attended a meeting for the first time following her expression of interest to join the board.

### 1. Minutes of the previous trustee meeting

Nick suggested a couple of edits to the draft minutes of the Meeting M6 (June 2024), which were then agreed and ratified as accurate by trustees present, they can be saved and published on the website.

**Action Emma**

#### Matters Arising

Matters arising from the June minutes, around finance and bank accounts were discussed during the Financial Update. Emma thanked trustees for emailing suggested updates for the finance policy review. The supervision budget for the year ahead was agreed and approved.

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

**See Appendix A for Actions.**

### 2. Financial Update

#### Finance Report

Tanya reported that Sarah is now up to date with the current cash book. Sarah has cross referenced the cash book to the bank statements up to and including the last statement on the 6<sup>th</sup> of June. All actions are now up to date and sent to Alistaire regarding closing the accounts for financial year 23-24. Neil, Emma and Tanya had met to complete the analysis of all spending against restricted funds, and this is now complete.

Alistaire now has all the information he requires to complete the accounts for the financial year. Richard will contact Alistaire to check on progress. The accounts will be sent to the accountant Tom Case and signed off in preparation for the AGM in October.

Richard will ask Alistaire if he has an interim set of accounts that can be used in the meantime to help Tanya and Rachel with applications for funding – the interim account will be signed off via email.

**Action Richard**

Emma thanked trustees for agreeing a small increase to the supervision budget so that the supervisor can offer staff one-to-one sessions. This change has been made to the annual budget.

A current online banking glitch is making Sarah's work more time consuming, but the Co-operative bank is seeking a fix to this currently. David reassured Tanya that the banking system remains very secure. He advised that if Sarah is processing an expense claim or paying an invoice from new bank details that she is unsure of, to just phone the payee and double check bank details. Emma will catch up with Sarah about this in the office.

Emma has called the bank, and our business bank accounts are compatible with accounting packages Xero and QuickBooks, which might be a considered alternative for the future.

Alistaire and Emma have both recommended the Co-operative Business Select Instant Access Account in order to open a third interest earning account.

**Action Emma**

Fundraising Update

Tanya updated the board:

The dragon's den application was successful and has awarded R&B £900 from the Faringdon Rotary for kitchen equipment. The board thanked Tanya for attending this event.

Rachel has also been successful in being awarded funding from Bartlett Taylor, The Albert Hunt Trust, All Saints Church Faringdon, the Shrivenham Scout Group and Boogie Me Band at the Rose & Crown in Ashbury.

The trustees would all like to express their thanks to all these organisations for their kind donations.

Rachel currently is working on grants from the Co-Op Community Fund, the Henry Smith charity and the Oxfordshire Community Foundation.

The trustees had asked that Rachel focus her attention on fund raising for core cost and this she is doing very successfully. The original job description for the fund raiser expressed the need to raise funds to satisfy our annual budget. The board discussed setting targets for Rachel that are both achievable and motivating – to include both an input target for applications completed, and an out put target for applications successful. Nick and Martyn will work on this to create targets for fundraising.

**Action Nick and Martyn**

### 3. Operational Review

Tanya updated the board of a happy and busy month at R&B. Kate, the new therapeutic gardener is an asset to the charity and it is agreed to invite Kate to a trustee meeting and also ask her if she would like to make a short presentation at the AGM in October.

**Action Tanya**

Selina and Sarah P have both passed their 6-month probationary period, Emma will write to both and thank them for all their hard work.

Staff are currently accepting new participants and R&B has had several new referrals this month. Tanya is approaching individuals with non-attendance issues because we are now approaching a waiting list for places at the project.

The day outing to Quenington was a great success. A first aid incident was treated brilliantly by Sarah P and volunteers.

Instructors for the craft room and the forge have been recruited and the trustees agreed that it is not a conflict of interest to take on Sarah C for as a craft tutor, her macramé workshop has been a success.

A safeguarding incident has been reported and dealt with promptly and appropriately by staff.

We are in need of more volunteers for garden activities and all trustees will help publicise this.

**Action All**

Tanya asked for some research into more environmentally friendly alternatives to log burners.

**Action Emma and Rosie.**

Tanya has received some new requests from Restore regarding monthly reporting. The trustees agreed that some of the requests are not suitable for the size and nature of R&B, Tanya with return to Restore to discuss this further.

#### Health and Safety

Tanya updated the board. The fire action points on the health and safety plan have now all been dealt with. All staff are now qualified first aiders, and two volunteers undertook the training also. Tanya has created a new Health and safety file online on Teams.

The Board is grateful for the kind donation of three fire extinguishers by Yarnton Manor & Estate, during July.

#### Volunteer's Family Day

This will be held at Root and branch on Friday 6<sup>th</sup> September. All the trustees are invited to this as well as all volunteers. Martyn agreed to be a musician at the event (and also discussed bringing a band to the Christmas Open Day)

Tanya will invite Adam and Liz

**Action Tanya**

Emma will invite Ian Mattheson.

**Action Emma**

## 4. Governance, Policies, Strategy

### Trustee Recruitment

The board are sad to receive the intension to step down from Alistaire Knight. Alistaire has been the treasurer since 2021 and the board would like to thank him for his hard work and commitment to R&B. Alistaire has agreed to stay in post until the 2023-2024 Accounts are complete.

Recruitment has begun to find a replacement. Richard and Emma have created an advertisement for all to circulate. It is agreed that everyone will share this along with a job description and the updated Finance policy. Emma will circulate to all. Carolyn has offered to take the advertisement to an upcoming networking event. Tanya will send the ad to contacts at Nationwide and put the ad on linked in.

**Action All**

Currently we have received two new emails from people with an interest to join the board. Emma will write to both and invite them in to visit.

We would like to make sure we keep in touch with Ian Mattheson who was trustee for many years. Emma will write to him and invite him to become a Patron of R&B. We will also invite him to the volunteer's family day in September.

**Action Emma**

### Review of the Finance Policy

The trustees have made a few more updates to the current finance policy and have signed off the review as complete for 2024. Emma will publish the updated document as PDF and save with other Policies online on Teams. A printed version of the policy will be kept in the office.

**Action Emma**

It is noted that the finance Policy makes reference to the Risk Register. David has agreed to look at the risk register and bring it up to date.

**Action David**

## 6. Date of Next Meeting

Date of next meetings will be:

**12<sup>th</sup> August 2024:** 6.30pm At Root & Branch Westmill (and online on MS Teams)

Items from the rolling agenda for august:

Insurance Review (**action Emma** will circulate current policy to all ahead of the meeting)

Strategic Plan Review – **Action all** to look at this ahead of the next meeting.

**3<sup>rd</sup> September 2024.** 6.30pm At Root & Branch Westmill (and online on MS Teams). Please note this is a change to the previously agreed date of 9<sup>th</sup> September. This has been brought forward a week to allow for Tanya to be present and also to allow for more time to prepare for the AGM.

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