Minutes of the M7 2026 Trustees' Meeting

Venue	**Date**
Online on MS Teams	**Tuesday 4th August**

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

1. Welcome and Apologies

David welcomed everyone to the meeting.

2. Minutes of Previous Meeting

The minutes of the meeting held on 13th July 2026 were approved.

Outstanding Actions (See appendix A)

- Website development – it has been agreed that this is not a current Trustee priority and it will be removed from the Outstanding Actions list.
- Health & Safety Subcommittee – ongoing.

3. Staff Structuring

The lottery grant was due to start on 1st August. We should receive the first part of the funding this month.

Lottery Initiator role – David has communicated to Tanya the hours and length of contract decided on by the Trustees for this role and Tanya will have the opportunity to apply along with others who are interested once the role is advertised generally (when Sarah C returns from holiday on 14th August). The job will be advertised for a minimum of 2 weeks, and Tanya will be notified once the advert goes live. The role will be advertised in the normal way (ie including R&B website, social media and more traditional recruitment agencies).

Payroll

- Andrea Case has been given payroll instructions for August.

- Rosie has advised that the centre manager role should be reduced from 28 to 20 hours per week from 1st August. Rosie will test this over the next few months to check that it is viable going forwards (Rosie due to be in role as interim manager until November).
- Sarah C – Trustees agreed to increase Sarah's hours to 30 hours per week last meeting. This is now in place and Trustees discussed the need to increase Sarah's salary in line with her taking on a more senior role.
    - It was agreed that the full time equivalent of Sarah's salary (currently £29,688) should be increased to £33,000. Vicki is to liaise with Rosie and write to Sarah letting her know about this and to inform Andrea Case (payroll).

4. Finance

David to catch up with Emma (Bookkeeper) and circulate the most recent figures highlighting key points.

Sarah C is on track for producing the year end information for Tom Case by the end of August. She is also up to date in reconciling the bank account and zero.

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:

1. Sad news of the death of a participant
2. Document Audit
3. Digital Diary
4. Health & Safety – Extreme heat risks managed
5. External Liaison – connections made via Rosie's article in Faringdon Advertiser and meetings with OCVA, Bridewell. R&B to be added to new OMHP website aimed at health professionals
    a. Restore – new template for quarterly reporting being used and additional data being collected to meet new criteria
6. Craft grant

6. Governance Policy and Strategy

Policy Review (see Appendix A)

The review is largely complete, and documents will now be converted to pdfs and saved in Teams. Colin is to review the Safeguarding Policy and add contact details.

7. AOB

Trustee Recruitment: trustees agreed to:

- continue recruiting for a Treasurer;

- consider current volunteers and whether any personal connections would be suitable.

Adam: it was agreed that Colin would write to Adam thanking him for his help and support extending the lease and inviting him to the AGM in October where we can thank him in person.

8.Actions

Action	Responsible
Rosie to ask Sarah C to advertise the lottery initiator role when she is back from holiday	Rosie
Rosie to send confirmation or the payroll changes (hours increased) to Emma and Vicki to update the trustee records	Rosie
Review Safeguarding Policy	Colin
Circulate latest finance info with key data flagged	David
Review the job description proposed by Rosie for the centre manager, compare with the existing job description and the current/proposed job descriptions for Sarah, provide comments to David.	All/David
Communicate Sarah's pay increase to Sarah and Andrea Case	Vicki (before 9th Aug)
Letter to Adam thanking for support with lease extension	Colin

Next Meetings

- **September 8th (Tuesday):** Full board meeting
- **13th October:** Annual General Meeting