

Minutes of the M2 2025 Trustees' Meeting

Venue Root & Branch Office and Online on MS Teams	Date Tuesday 11th February 2025 6.30 pm
Trustees Present David Atkins Richard Taylor Neil Griffiths Martyn Cooper Nick Daisley Colin Bell Vicki Silk	Also Present Tanya Parkinson

Welcome

David welcomed everyone to the meeting. Apologies had been received from Emma Welch, Rosie Wheeler and Carolyn Place.

1. Minutes of the previous trustee meeting

The minutes from the Meeting M1 (January 2025) were agreed and ratified as accurate by trustees present, these can be published on the website.

Action Emma

Matters Arising

2. Utilities Pricing

Nick and Richard have been reviewing the cost of utilities with a view to finding cheaper alternative, suppliers. Richard is continuing to work with BT and Nick is talking to Gigaclear and electricity providers. Connection has been made with an advisory organisation that helps charities cut running costs. Work is ongoing.

Action Nick and Richard

Four items remain on the Progress Sheet (**Appendix A**) and decisions will be minuted in the sub sections that follow.

3. Financial Update

Richard updated the board on the continuing progress with the Xero Project. Finances are looking positive for this stage in the year. There is an action for Richard to look for a Finance trustee and he invited suggestions from all in attendance.

Action Richard and All

4. Operational Review

Tanya's full Managers report is circulated with these minutes.

Appraisals are currently being done which are identifying some areas for development but no significant concerns. Sarah P will be out of action for several weeks following medical treatment on 16th March. R&B has 27 volunteers which is the most that we have ever had, but we do need to recruit a cook. We now have a central register of training and DBS checking is being done on a priority basis. Tanya is also producing job descriptions for each of the volunteering roles. A lot of big jobs have been done in the garden which is now ready for the next stage of the 2-year gardening plan. Participants will be able to choose what they would like to do as part of this with the goal of getting all participants to spend some or more time in the garden.

Rachel and Tanya met with a representative from the National Lottery who made a point of noting that there had been significant improvements at R&B since May 2023. She also indicated that she would be happy to support a new application for funding this year and suggested that we asked for a larger amount.

Tanya flagged that there is an underspend from the lottery funds which cover Kate's salary of £3,250. This money is ringfenced for salaries. The trustees discussed this in order to make sure this money is allocated to staff remuneration.

Concerns over staff workload (particularly Tanya's) were expressed and discussed. Tanya is doing a significant amount of mostly unpaid overtime, and this is not sustainable. It was decided to seek a temporary admin person for 2 days a week as a short-term fix. Giving us time to consider a longer-term solution. This discussion is to be added to next meeting's agenda.

Action Tanya, David and Richard

4. Staff Annual Pay Review

It was decided that a decision would be made on this at the next meeting and that in the meantime, Colin would research the increase in the cost of living. Tanya will also benchmark salaries with Bridewell.

Action Tanya, Colin

5. Governance, Policies, Strategy

It was decided to target May/June 2025 to appoint someone to spearhead the renewal of the lease which is due to expire in July 2026.

In relation to the safeguarding update, it was noted that Rosie has been ill, and we will move this piece to the agenda for the next meeting.

Strategic Plan Review – David will circulate the current version which is due to be reviewed (every 3 years).

Action David

6. Health & Safety

Richard updated the Board with the great news that the workshop inspection is happening this week. Advanced Machinery Ltd are inspecting the workshop thanks to a very kind donation by Emma's parents.

The Health & Safety role has proved to be too much for one Trustee and so Tanya asked for some help on assessing kit for safety. Colin and Vicki volunteered and will follow up with Tanya. It was agreed that Health & Safety needs to be put on the agenda for the next meeting.

Action Tanya, Colin and Vicki

7. AOB

A very warm thank you was given to Tanya for all of her hard work and Trustees have agreed to support her in managing the staff workload issues going forwards.

8. Date of Next Meeting

The date of the next meeting will be Monday 10th March. David will be on holiday but will try to join the meeting remotely.

The date for the April meeting will be Tuesday 8th April.

Meetings will be at 6.30pm at Root & Branch but also streamed on MS Teams.

Agenda Items for the March Meeting:

Staffing and Pay Review, to include workload discussion (**All**)

Health & Safety (**All**)

Safeguarding Update (**Rosie**)

Strategic Plan Review (**David**)