

## Minutes of the M3 2025 Trustees' Meeting

<b>Venue</b> Root & Branch Office and Online on MS Teams	<b>Date</b> <b>Monday 10<sup>th</sup> March 2025</b> <b>6.30 pm</b>
<b>Trustees Present</b> David Atkins Richard Taylor Emma Welch Rosie Wheeler Carolyn Place Neil Griffiths Nick Daisley Colin Bell Vicki Silk	<b>Also Present</b> Tanya Parkinson Ruth Domoney

### Welcome

Richard welcomed everyone to the meeting. Apologies had been received from Martyn Cooper. Ruth was introduced to the board. Richard had approached Ruth via Reach Volunteering. Ruth is an accountant with extensive experience in the charity sector and with Xero. Ruth has offered her expertise to R&B for a short period to help the office shape the nuances of Xero to meet our needs and taking us across from one financial year to the next.

### 1. Minutes of the previous trustee meeting

The minutes from the Meeting M2 (Feb 2025) were agreed and ratified as accurate by trustees present. There was one small alteration to make regarding the volunteer job descriptions. These can be published on the website.

**Action Emma**

#### Matters Arising

Four items remain on the Progress Sheet.

Progress has been made on the development of a new website, with Sarah doing design work. Nick has met with Sarah and Tanya in the office to review plans.

Emma reminded all to continue to review allocated policies and to make changes using a new colour (is preferred) rather than using 'track changes'. That way the reviewed policies can be adopted and utilised straight away.

Colin Offered to help Rosie with formatting (**action Colin**)

Colin has sent his reviews to Tanya and Martyn for comment.

Nick has uploaded to the folder on Teams, and Emma and Carolyn have reviewed the finance policy to bring it in line with the move to Xero.

Emma will move reviewed policies to the correct area in Teams and print out one copy of each for the Policies Folder in the office. Please check the Progress Sheet for actions.

Emma will keep a record of the changes made and the trustee making the changes in the Version Control Spreadsheet on Teams.

**See Appendix A**

**Action All Trustees**

Other items on the Progress Sheet are discussed in the minutes below.

## **2. Operational Review**

### Health & Safety

Workshop inspection is complete. The final report has been received. Condemned machines will be removed. Required repairs and replacements will be carried out to bring the workshop up to the recommended safety standard. A PPE sticker will be produced and attached to each machine explaining what protection is required when using it. Volunteers will make sure that the wearing of the appropriate PPE is enforced.

Ian M, R&B Patron, has visited the site and will return later this year to help further with the maintenance of standards in the workshop.

Neil has completed a review of electrical appliances and Vicki has created a spreadsheet. This will be sent to Tanya.

Vicki and Colin completed a COSHH review and entered all substances onto a spreadsheet.

**Action Vicki**

The board expressed thanks to these trustees for their help and input into the H&S review. The H&S action plan has been updated and is stored on Teams.

### Safeguarding

A recent safeguarding incident was dealt with promptly and very appropriately by Tanya and the staff team. The board thanked Tanya for her resilience and sensitivity in this matter. The staff have access to clinical supervision should they need to reflect on this personally. The team will review the incident and consider an action plan for a

lock down situation at their next Team meeting. The board asked Tanya to feed this back so that they can offer support to the staff where it is needed.

**Action Tanya**

### Other

Tanya talked through some recent stats. The attendance rate has improved to 72% and there has been a reported 67% improvement in participant ReQol scores. This month there have been two new referrals and one new starter.

The decision has been made to turn the forge into a ceramics room. Marketing will be checked for reference to a forge/blacksmithing so that this can be removed or changed to ceramics.

**Action Emma/Tanya**

The Linked In page has been accessed by Vicki, who will now manage this going forward. All trustees with LinkedIn accounts will 'like' or 'share' the R&B page. Thank you Vicki.

**Action All trustees**

## **3. Staff hours and Annual pay review**

Following a recent meeting for board members only (Wed 26 Feb 2025, minutes on Teams) the staff annual pay review has been finalised. Staff will be given an 4% uplift in their basic salary.

The board discussed with Tanya further additions of admin hours. It was decided to increase the working hours of staff to provide more support for Tanya in the office. In addition to this a new Admin Assistant role will be created and advertised for 12 hours per week.

Emma will circulate the full financial impact of these payroll additions.

Emma will meet with Richard and Tanya to implement these decisions and then will give all the relevant detail to Andrea Case.

The board have reflected deeply on this increase in administration at R&B and have come to the conclusion that, for the sustainability of the charity and our staff, this back office support is required. Tanya has applied to OMHP for some funding to support this increase in administrative hours. It has also been decided that Lottery funding, going forward, will be applied for to help support the administration.

**Action Emma Tanya Richard**

## 4 Financial Update

### Xero.

Crispian has handed over the Xero Project to Ruth. The trustees would like to thank Crispian for setting up Xero and training us. The huge amount of work that was put in was greatly appreciated and the trustees have sent Crispian a gift as token of thanks. Sarah is no longer using the cash book in the office, but the spreadsheet for tracking spend against restricted grants is still been updated.

Moving forward Ruth Domoney has offered to help set up our Xero package so that it will also track restricted and unrestricted spending. Ruth is meeting with Sarah and Tanya in the office this week to get this project started, she has completed and signed the confidentiality agreement. The board thanked Ruth for her very kind input. Tanya will send the grant spreadsheet to Ruth.

**Action Tanya**

### 2025/26 Budget

Richard discussed the budget for the financial year 2025/26. Our largest item on the budget is staff payroll. Emma will circulate the current budget (2024/25) which is stored in the Finance area on Teams. **Action Emma**

Moving forward, items on the budget now need to be set up to reflect the chart of accounts in Xero – so that Xero can help track spending against the budget. Ruth agreed that she could help set this up, this will be incredibly helpful when it comes to using Xero for monthly finance reporting. Emma will send the new agreed payroll information so that this can be fed into the budget for 25/26.

Richard will present the new budget at the April trustee meeting.

**Action Richard**

## 5. Governance, Policies, Strategy

### Review of the Strategic Plan

The trustees and Staff will review the strategic plan in a joint working party on 17<sup>th</sup> April from 1pm. (Trustees to arrive from 12.30 pm).

**Action All**

## 6. AOB

Rosie will organise a thank you card for a volunteer who is leaving.

The trustees approved that Tanya should buy flowers for a member of staff having an operation.

**Action Rosie and Tanya**

## 7. Date of Next Meeting

The date of the next meeting will be Tuesday 8<sup>th</sup> April.

The May meeting is scheduled for Tuesday 13<sup>th</sup> May.

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

### Agenda Items for the April Meeting:

2025/2026 Budget (**Richard**)

Safeguarding Update (**Rosie**)

Strategic Plan Review, plan the working party (**David**)