

## Minutes of the M5 2024 Trustees' Meeting

<b>Venue</b> Online MS Teams	<b>Date</b> Monday 13 <sup>th</sup> May 2024 6.30 pm
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<b>Trustees Present</b> Rosie Wheeler Emma Welch David Atkins Neil Griffiths Nick Daisley	<b>Also Present</b> Tanya Parkinson
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### Welcome.

David welcomed everyone to the meeting. Apologies had been received from Colin Bell, Richard Taylor and Alistaire Knight.

### 1. Minutes of the previous trustee meeting

The draft minutes of the Meeting M4 (April 2024) were agreed and ratified as accurate by trustees present, they can be saved and published on the website.

**Action Emma**

#### Matters Arising

There were no matters arising from the April minutes.

The board continues to review the policies and the Finance Policy will be reviewed next month in the June meeting.

**See Appendix A for Actions.**

### 2. Operational Review

#### Plant Fayre

Tanya updated the board: The Plant Sale was a fantastic day. Staff, volunteers and participants worked incredibly hard both in the run up, and on the day of the fayre. The total raised has already reached £4,000. It was busy, well organised and had a wonderful atmosphere. The trustees would like to thank everyone who helped, volunteered, and who came to support on the day.

#### Recruitment

We have recruited a new therapeutic gardener. Kate will start on the 20<sup>th</sup> May. We were incredibly lucky to have several excellent candidates to interview. Kate comes with a very strong horticultural background from Kew and Oxford Botanical Garden and with a more recent

background in therapeutic gardening. We are very excited to have Kate join the staff team this month.

Katie will return to the project to give a day hand over. Katie was given a lovely leaving celebration at R&B before the fayre, but came back to help on the day of the sale. The board have been impressed by her dedication and commitment to the role right up to the end. Thank you Katie.

#### Safeguarding

There has been one safeguarding incident at R&B this month, it has been dealt with in an appropriate and timely manner. The trustees thanked Tanya for being very diligent with Safeguarding concerns.

### **3. Financial Review**

Root and Branch remains in a good financial position as we enter the new financial year. Sarah is up to date in the office with both uploading bank statements and completing the cash book for Alistaire. Sarah has suggested a monthly catch up meeting with Alistaire and has offered to come back on site for the beginnings of the trustee meetings when Alistaire is on site, so that this meeting can be face to face.

#### Finance Report

To make the finance report more accessible, the trustees would like it to contain, where possible, a single page summary. This will give four pieces of information:

Total spend to date on general/core costs.

Total spend to date on project/restricted costs.

Total income on general/core costs.

Total income on project/restricted costs.

Emma will ask Alistaire and Sarah to work this into the report.

**Action Emma**

#### Fundraising

Funds have been received from successful grant applications this week.

Rachel would like some help to complete a new application which requires input from a trustee. Nick offered to help with this.

**Action Nick**

Emma will share recent work on the 2024/2025 budget with all trustees to help Nick with this application. (It is decided that all trustee be given access to the Finance Channel on Teams)

**Action Emma**

To help with fundraising and to improve our local profile Rosie offered to give talks as required to local groups should the need or opportunity arise.

**Action Rosie**

## 4. Governance, Policies, Strategy

### Policy Review

Emma has created a new folder in Teams for the review of 2024 Policies. The Finance Policy will be reviewed in the June meeting.

### Trustee Recruitment

We have received an expression of interest to become a trustee by a very strong candidate who came to visit us at the fayre. He has been invited on site to meet with Neil and Richard and have a tour on the 30<sup>th</sup> May.

A second potential trustee also came to the fayre and had a long chat with Emma. She will be invited in to meet other trustees next month.

New potential trustees will be invited to the next trustee meeting.

**Action Emma**

### Volunteers

Several individuals interested in volunteering came forward at the fayre. It was an excellent opportunity to network and improve our profile. We are currently looking for volunteers who might like to take on work in the office or with Rachel in fundraising.

Neil is taking on the board role of 'Volunteers Support' and will offer help to Sarah P should she require advice. Neil will catch up with Sarah this month to offer this support.

Action Neil

### GDPR Update

Emma had prepared a GDPR review of the year 2023-2024. This report is available in the Data Protection folder on Teams. There have been no Data Breaches this year at R&B.

Trustee Discussion: sharing confidential information via email. It was decided that this would be kept to a minimum and instead, any confidential information should be kept and shared in files on Teams. When emails are sent that contain any personal data or sensitive information they will be marked as 'Confidential' in the header so that trustees can delete this email from their inbox once it has been dealt with.

**Action All**

## 6. Date of Next Meeting

Date of next meetings will be:

**10<sup>th</sup> June 2024:** 6.30pm. At Root & Branch

Rolling Agenda Items: Monitoring and Evaluation (**Action Tanya**)

Policy Review: Finance Policy (**Action Alistaire**)

**9<sup>th</sup> July 2024:** 6.30pm At Root & Branch Westmill

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