

Minutes of the M10 2024 Trustees' Meeting

Venue Root & Branch Westmill	Date Tuesday 8 th October 2024 7.50 pm (post AGM)
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Trustees Present Colin Bell David Atkins Emma Welch Richard Taylor Neil Griffiths Rosie Wheller Carolyn Place Martyn Cooper (Via Face Time and Audio)	Also Present Tanya Parkinson Vicki Silk
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Welcome.

David welcomed everyone to the meeting. Apologies had been received from Nick Daisley.

Vicki Silk attended the board meeting for the second time since her expression of interest to join the trustee board.

The board meeting followed the Annual General Meeting. The AGM had taken place at Root and Branch at 6.30 pm. It had been well attended with 13 members (one member had voted by proxy), one visitor and three members of staff. David thanked everyone for their input; particularly Tanya and Kate for their staff presentations.

At the AGM trustees David and Nick had been voted back to the board by a majority vote. Martyn Cooper and Carolyn Place had been nominated and voted to the board by a majority vote. Alistaire Knight retired from the board.

Matters Arising

Members agreed to invite Yvonne Castellano to become a Patron of Root and Branch. Yvonne being a founder member and long serving employee of the charity.

Action Rosie

1. Form a new board following AGM and assign offices and roles

Chair: Richard Taylor was nominated and voted unanimously by the board.

Vice Chair: David Atkins was nominated and voted unanimously by the board.

Minutes Secretary: Emma was nominated and voted unanimously by the board.

Company Secretary: Emma was nominated and voted unanimously by the board, however expressed an interest to step down from this Office this year. Vicki Silk has been nominated to step into this role once due process has been followed to co-opt Vicki to the board.

Treasurer: This Office is currently vacant. We have received an application from Crispian Denby to fill this role. Crispian has visited and met with Richard, Emma, Tanya and Sarah in the Office. He will attend at the next board meeting. Emma will write to Crispian explaining our process to on-board a new trustee, including the requirement to attend three board meetings as a visitor.

Finance was discussed by the board who remains committed to introduce an accounting package like Xero at Root and Branch. Emma and Richard are currently working on ways that this can be set up. We have been put in touch with a charity book keeper (recommended by our Accountant Tom Case) who could do this job for us and has availability after Christmas. But first we will explore the possibility of having this work done by a volunteer (with accounting credibility).

Action Emma/Tanya/Richard

Roles:

In addition to the Offices above, the members of the new board volunteered to be point of contact for Tanya and the staff team in the following areas.

Fundraising	Carolyn
Health and Safety	Rosie and Carolyn
Safeguarding	Rosie and Martyn
GDPR	Vicki
Human Resources	Emma and Collin
IT and Website	Nick
Volunteer Support	Neil and Colin
Diversity Equity and Inclusion	David
Risk Management	David

2. Minutes of the previous trustee meeting

Minutes from the Meeting M9 (Sept 2024) were agreed and ratified as accurate by trustees present, these can be published on the website.

Action Emma

Matters Arising

The trustees agreed to accept the conditions of the Zurich Insurance Policy, we have received confirmation in writing that the clause requiring us to change password on computers every 90 days does not apply to our policy. We will renew for another year.

Action Emma

Winter Fayre

This will be held at Root and Branch on Sunday 1st December. Tanya and the staff team have started to make plans and Yvonne will return to help with the wreath making. Tanya asked the board to save the date, spread the word and to come along if possible.

Action All

3. Date of Next Meeting

Date of next meeting will be Monday 11th November at Root & Branch Westmill at 6.30 pm. The meeting will also be streamed on MS Teams.

Items from the rolling agenda to be covered in November:

- Review Fundraising
- Volunteer Review
- Xmas : Thanking Staff and Volunteers
- In addition David will review the Risk Log.

The meeting in December was agreed: Tuesday 10th December.