

## Minutes of the M5 2022 Trustees' Meeting

<b>Venue</b> Online on MS Teams	<b>Date</b> <b>Monday 23<sup>rd</sup> May 2022</b>
<b>Trustees Present</b> Nick Daisley Emma Welch Svetlina Jeanneret Alistaire Knight	<b>Also Present</b> Karen English

### Welcome.

Nick welcomed everyone to the meeting.

Apologies have been received from David Atkins and Ian Matheson

### 1. Minutes of the previous meeting considered for accuracy and Matters Arising.

Minutes from the Meeting M4 (April 2022) were agreed and ratified by trustees present. These can be moved to the 'Approved Folder' in Dropbox and published on the website.

**Action Emma**

#### Matters Arising

**Lease Review:** Adam has not been in touch yet with a proposed raise to the rent. Emma will inform the board when he notifies us.

One item has been removed from the Progress Sheet: 'Research Swindon CCG for potential funding'. Funding requests to the CCG in Swindon have been turned down this year and now CCGs are set to be regrouped and reformed in 2023. Therefore, it is agreed to wait until the new commissioning system is in place before we attempt to request funding again.

Six ongoing items remain on the Progress Sheet for review.

**See Appendix A**

## 2. Operational Review

Karen asked for the trustees' approval for going ahead with the kiln repair. Karen has received a grant from the Arnold Clark foundation to move and repair the kiln and pay for some training. The trustees approve the spending (the grant has been received), the kiln will be moved to the forge so that it can be used during the summer months when the forge is not in use. The trustees agree for Karen to spend the grant money only at this point, any continuation of funds required for this activity will need to be fundraised separately.

**Action Karen**

## 3. Governance Policies and Strategy

### GDPR annual review

Emma gave the trustees an annual report which is published on drop box, this following a Data Protection meeting with Joanna in the office. The report indicates that there has been no data breach in the past 12 months and that our current information asset register is fit for purpose. Joanna has an excellent system of storing data for the required length of time and then destroying data once it reaches its time allocation.

## 4. Human Resources

### Staff structure

The role of the Garden Manager is being temporarily replaced by a contract gardener and by our coach taking on more responsibilities and more hours. This comes at no extra staffing costs to the project. The trustees agree to make this a formal arrangement going forward. The contract gardener will be offered a permanent paid position at Root and Branch and will be added to our payroll in June. Karen will talk to her this week about hours and make her the offer of salary agreed at the board meeting. **(See Appendix A)**

The employment/lifestyle coach at Root and Branch has agreed to take on seven extra hours per week and more responsibilities including coordinating our volunteer team (initially for the next year) and deputising when the centre manager is not on site. Karen will make her the offer of hours and salary agreed at the board meeting. This position will be reviewed in May 2023. Karen will speak to the lottery funding organisers about this change.

**See Appendix A Action Karen**

### Fundraiser Recruitment

Svetlina has been in contact and discussion with a recruitment company who has agreed to recruit the fundraiser for us. Following the advice of the recruitment agency and following discussions at the trustee meeting, the trustees agree to engage the recruitment consultant asking her to recruit a fundraiser for Root and Branch to work 20 hours per week at the salary agreed by the trustees in previous meetings. The trustees agreed to engage the recruitment consultant for an initial period of one month. It is expected that the new fundraiser will spend a certain amount of their time at the project working alongside the service users and being part of the staff team. However, hours spent at the project, hours spent working at home and hours spent off site can be advertised as flexible in order to make the job desirable for someone who needs flexibility in their week.

**Action Svetlina**

In the interim, whilst we have no internal fundraiser, Karen will continue to do the job of looking for and applying for grants. Our priority must be to focus on looking for a large grant that will replace the Lloyds money which comes to an end this year.

**Action Karen**

Karen has been in touch with Bridewell to find out if there is anyone there who might be interested in a fundraising position with us. Whilst the trustees agree that there may be a slight conflict of interest here, it is agreed that it is worth pursuing this idea if the head-hunter does not manage to recruit for us.

The professional fundraisers have been in touch with Nick, Nick will circulate this communication to the board. The professional fundraisers continue to look for funding from small foundations and trusts.

**Action Nick**

## **5. Financial Review.**

The board thanked Alistaire for his presentation of the current financial situation. Alistaire talked through the annual budget required. Significantly, the largest area of spend at Root and Branch is staff salaries. Alistaire has asked all Trustees to respond to him as to whether they accept this budget

**Action All**

There is a £40,000 gap in the funding this year. It was agreed that this gap, when we no longer receive funding from Lloyds, needs to be prioritised. Karen will find out if Lloyds can direct us to where we may be able to find replacement funding and will plan a campaign to fill this gap.

**Action Karen**

The trustees agreed that additional projects and spending will be put on hold for the time being until a fundraiser is in place or until funds are secured by Karen.

Alistaire asked for confirmation on the severity of Health and Safety spending requirements: in particular of ventilation in the woodwork room and redesign of the kitchen / toilets and hence the priority these need to take.

**Action Ian**

## 6. AOB

Nick has written a new clause for the finance policy to clarify our position when it comes to receiving financial donations gifted by current service users. The trustee board agree that we will politely decline large financial gifts ( of over £100 ) from current service users. Instead service users will be encouraged to help fundraise for the project and take part in open days and other events. Emma will add this clause to the policy.

**Action Emma**

## 7. Date of Next Meeting

The next meeting of the board will be on MS Teams on Tuesday 14<sup>th</sup> June at 6.30 pm

**Preparation:** June rolling agenda items:

- Monitoring and Evaluation Review (**Action Karen**)
- Sally Britton will be invited to finish work from the strategy day. Karen will invite Sally. (**Action Karen**)