

Minutes of the M6 2023 Trustees' Meeting

Venue Root & Branch Westmill and Online on MS Teams	Date Tuesday 13th June 2023
Trustees Present Nick Daisley Emma Welch David Atkins (online) Alistaire Knight Ian Matheson Svetlina Jeanneret (online)	Also Present Tanya Parkinson

Welcome.

Nick was held up due to road closures and was a little late so Emma welcomed everyone to the meeting. Apologies had been received from Rosie Wheeler, Richard Taylor and Colin Bell.

1. Minutes of the previous trustee meeting considered for accuracy and matters arising.

Minutes from the Meeting M5 (May 2023) 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

David will devise a Diversity, Equity and Inclusion (DEI) Policy suitable for the needs of R&B. Currently DEI is reflected in all our policies and is a fundamental part of our ethos and culture – however a stand-alone policy has been requested for funding purposes.

Actions have been recorded on the Progress Sheet for review next month. Six items remain on the Progress Sheet and one new item (professional fundraiser review) has been added.

See Appendix A

2. Financial Update

Alistaire had circulated the Finance Report prior to the meeting. He talked through the report and updated the board that no income was generated to the end of April – but that during May

income had been received due to successful bids from Tanya working closely with the professional fundraisers and from the May plant sale.

Tanya thanked staff, volunteers and service users for their efforts during the May plant sale which generated over £3,000.

The year ahead must see a focus on generating core funds. Tanya would also like to prioritise raising capital to fund the upgrade to the kitchen. A review is required to establish essential works required to bring the kitchen up to standard.

Action Tanya and Ian (premises review)

Bank account : Joanna is organising the paper work to remove herself and add new Office Manager to the bank account. Currently Joanna is still working remotely to keep on top of banking and expenses.

Fundraising: Trustee Discussion

Working with the Professional Fundraisers has generated some income and more grants are imminent. The work involves input from Tanya, over and above what had been expected. The board is concerned about the amount of time Tanya is having to put in to work on fundraising and it is hoped that some of this work can be taken on by the new Office Manager who starts on the 4th July. Ultimately the possibility of taking on a freelance fundraiser to work in house is considered and will be investigated. Nick will talk to the Chairs Network asking for contacts.

Action Nick & All

Work with the professional fundraisers will be reviewed each month at the board meeting. Tanya will next be meeting Jasper on site in July and Tanya is happy that he is good to work with and responsive to emails. It is agreed that the next formal review of progress will be in September 2023 – Board Expectations need to be set?. This will be added as an item to the Progress Sheet (**Appendix A**)

It is suggested that a volunteer could be asked to help with the work required to fundraise, particularly to finalise and send in bids and applications. It is considered that Joanna could be offered this as a few hours of working from home.

Action Emma/Tanya

Budget

Tanya and Alistaire will make contact on Teams this month to talk through the budget

Action Alistaire

3. Governance Policies and Strategy

Trustee Recruitment

Following a very successful meeting between Rosie and Nick Daisley, Nick recommended and proposed Rosie to the board for Co-option. Emma Welch seconded the proposal. Rosie was unable to attend the meeting in person but accepted the position on the board via a telephone call.

The board unanimously voted to co-opt Rosie (Rosemary Wheeler) to join the board of trustees. Rosie will be formally put forward to the vote of all members at the next Annual General Meeting. Emma will complete the required paper work to register Rosie as a trustee once Rosie has signed the acceptance document in the trustee handbook.

Action Emma

4. Operational Review

Tanya talked through her list of priorities for the safe and effective running of the Charity (fundraising had already been discussed).

Staffing

Following a very successful interview process, at which four candidates were interviewed, a new Office Manager has been appointed and has accepted the job. Helen starts in post on the 4th July. Helen will work Tuesdays, Wednesdays and Thursdays for 5 hours each day on site.

Root and Branch is looking for a new Key Worker to start work in September 2023. Emma will create a draft Job Description using the template that has been used for other staff positions. Tanya will ask for input from the staff team and the job will be advertised this month to give plenty of time for the recruitment process.

Action Emma

Tanya will monitor each week her staffing levels and report to the board each month. Given current levels of staff absence due to holidays and ill health, priority will be given by the board to covering staff absence as required (Emma will speak to Richard and Colin to see if they can also assist with this)

Action Tanya/Nick/Emma

IT

The staff require more space on Drop Box. Tanya proposed that we continue to use DropBox for the time being but seek advice from a consultant (a day has been offered to us by a local IT Support Consultancy) about whether to continue to use this or switch to another platform (for example One Drive). The IT Consultant will also be asked to advise on updating Microsoft

packages and other IT issues. New lap tops are required and Svetlina will ask a contact for help.

We have a new BT telephone number and the website needs updating with this. Our publicity literature also needs updating.

Action Emma/Svetlina/Tanya

Health and Safety

PAT testing is being completed with the help of a volunteer and Ian will look into conducting a Legionella Risk Assessment.

Action Ian

Following a visit from the local Fire Service a list of recommendations will be reviewed. Tanya will also continue to look into other training requirements for volunteers and staff.

Action Tanya

GDPR

Emma Welch will review all current information held on DropBox and will delete any records in accordance with the information asset register. Tanya continues to review GDPR and will also update the Service User Contract to reflect data capture and storage.

Action Emma and Tanya (and Rosie)

Measuring Outcomes

Tanya would like to review the way we track the outcomes of service delivery. David will pick this up again now that Tanya is in post – progress will be tracked on Appendix A.

Action David

Website Development

This remains on the Progress Sheet (Appendix A) to be picked up again next month.

Finally Tanya updated the board on upcoming plans. There will be a maintenance day on Tuesday 18th July at which everyone on site will help with jobs around the premises. Instead of an open day in September the staff would like to organise a celebration day for all staff and volunteers and Tanya is planning this to be an afternoon tea party.

5. Date of Next Meeting

Date of next meeting will be July 4th at Root & Branch Westmill. The meeting will also be streamed on MS Teams.

Action Emma

Rolling Agenda Items for the July Board meeting:

Fundraising Review and PR / Marketing Review