

Minutes of the M9 2025 Trustees' Meeting

Venue Root & Branch Westmill	Date Tuesday 14th October 7.35 pm
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Trustees Present David Atkins Richard Taylor Emma Welch Neil Griffiths Vicki Silk Rosie Wheeler Nick Daisley Carolyn Place Martyn Cooper	Also Present Tanya Parkinson Terry Williams
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Welcome

David welcomed everyone to the meeting. Apologies were received from Colin Bell. Terry Williams attended a board meeting for the second time following his expression of interest to join the board as Finance Trustee.

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 visitor and three members of staff.

At the AGM trustees Rosie, Richard and Colin had been voted back to the board by a majority vote. Vicki Silk had been nominated and voted to the board by a majority vote. No trustee retired from the board.

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

Richard stood down as Chair of the board. The board thanked him hugely for holding this position for two years – during which time the charity has seen incredible stability and good stewardship..

Chair: Rosie Wheeler 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: Vicki Silk was nominated and voted unanimously by the board.

Treasurer: This Office is currently vacant. David Atkins offered to be caretaker of the role during the interim period and the board will take joint responsibility in financial

matters. Terry Williams has expressed an interest to fill this position and is currently going through the normal on-boarding process.

2. Minutes of the previous trustee meeting

The minutes of the Meeting M8 (Sept 2025), were agreed and ratified as accurate by trustees present. These can be published on the website.

Action Emma

Matters Arising (And Progress Sheet)

Insurance

Emma has completed the Insurance review and our annual premium with Zurich has increased by £100. This is due to both the increased level now required for employers liability following the increase in staffing hours, and due to the increased annual income of the charity in 2024/25.

The board agreed to continue with this Zurich policy and Emma will ask Sarah to pay the premium. The trustees also expressed the need to find out about Professional Indemnity and to increase cover to extend to this. Emma will also check the level to which our volunteers are covered for driving.

Action Emma

Health and Safety

Richard will sign off the centre risk assessment

Action Richard

Three items remain on the Progress Sheet. (See Appendix for Actions)

See Appendix A

2. Financial Update

Quarterly Finance Reporting.

Sarah has kept Xero up to date with bank reconciliation. Carolyn ran the Xero reports for the period April-July and July-September 2025. The reports confirm that the cash in bank currently is well with in our required level to satisfy our reserves policy.

The Budget Variance report showed that spending is currently according to budget and the board thanked Sarah and Tanya for their good management of resources.

Terry Williams has visited the Root and Branch Office and been introduced to Xero. Terry and Carolyn will confirm the correct amount of reserves left in the bank at the end of the 2024/25 financial year so that this figure can be brought up to date in the reporting.

Action Carolyn

The trustees discussed the 'restricted funds income and spend' report. Tanya pointed out that currently she and Sarah are completing manual journals for all restricted income sub-streams in Xero. They are currently taking responsibility for this but are not trained book keepers and Tanya would like to ensure that there is a double-check in place so that there are no issues at year-end.

Emma reminded the board that we have had a quote from a professional bookkeeper who would be able to support the office for an hourly fee. Tanya and Sarah will talk to Terry about this and will feed back to Emma whether they think this support needs to be put in place.

Action Tanya

4. Operational Review

Safeguarding

There had been one safeguarding concern at R&B since the last meeting. Tanya reported the incident. The trustees thanked her and the staff for handling the situation appropriately, reporting it correctly and updating the Risk Assessment for the individual.

5. Date of Next Meeting

The date of the next meeting is scheduled for **Tuesday 9th December**. Richard gave his apologies for this meeting. Items from the rolling agenda will include:

- Fundraising Review
- Christmas – thanking staff and volunteers.

The date of the following meeting will be **Tuesday February 10th 2026**.