Minutes of the M5 2026 Trustees' Meeting

Venue	Date
Online on MS Teams and on site at Root & Branch Westmill	Tuesday 10th June

Trustees Present	Also Present
David Atkins Emma Welch Vicki Silk Nick Daisley Richard Taylor Carolyn Place Colin Bell	Rosie Wheeler

Welcome

David welcomed everyone to the meeting.

Decisions Made

- **Minutes from Trustee Meetings** on Monday 11th April and Thursday 21st May were approved and ratified.
- **Sarah's hours increased to 30 per week** effective June 1st at current salary, recognizing workload already being performed
- **Monthly trustee meetings reinstated** with additional weekly meetings to be arranged on Mondays at 6.30 pm for those who can make it over the next month.
- **National Lottery grant start date: August 1st** to allow time for role definition and recruitment
- **Pre-authorization required for overtime** except in crisis situations; staff to be encouraged to leave on time
- **Lease renewal approved at £7,400/year** (37% increase over 10 years)

Operational Review (Rosie)

Positive developments:

- £1,000 Dragon's Den funding secured for carpets and curtains
- £45,000 Swire Trust grant received (£15k/year for 3 years, largely unrestricted)
- 74% participant attendance maintained despite weather and traffic disruptions

- Team morale positive following supervision session with Jenny
- Corporate volunteer days organized with Nationwide and Zurich

Critical challenges:

- Only 20 participants currently versus 37 target – urgent referral recruitment needed
- Outreach to refugees and those aged 18-25 required to align with lottery objectives
- Activity offerings (crafts) need enhancement to provide therapeutic value beyond social chat
- IT connectivity issues causing significant productivity loss

Staffing Structure Proposal

The Board considered the creation of a new dual managerial structure with a Business Manager and an Operations Manager

Rationale: Dual structure could help to eliminate centre manager isolation, provides peer support, and creates clearer role boundaries while maintaining team leadership.

Pending Confirmation and Further Discussion

- **Business Co-ordinator full job description and title** – to be finalized after review of responsibilities
- **Lottery bid initiator role**– subgroup to develop proposal by July meeting and determine how recruitment should be managed

National Lottery Grant Update

Grant details:

- First tranche available upon August 1st start date
- Four-year program providing significant funding for expanded services
- 10% operational costs available immediately for IT and recruitment

Requirements:

- Interact with 100 community members (outreach) in Year 1
- Recruit 20+ new participants (originally 8, now increased due to low baseline)
- Extensive press coverage and reporting to lottery required
- All recruitment must follow rigorous external advertising protocols
- Kate requires 2 weeks' notice to release funds

Roles to recruit:

- Mental health support worker (key outreach position)
- Business coordinator hours increase
- Administrative assistant (already appointed)
- Potential increases for existing staff (Kate)

Target outreach locations:

- Shrivenham Military Academy (18-25 demographic, refugees)
- Community larders in Faringdon and surrounding areas
- Leverage existing volunteer networks

Staff Welfare Concerns Addressed

Tanya's exit interview red flags discussed:

- Tanya predicted staff retention issues and advised that the team felt unsupported
- Current supervision reports team "very happy" with only future uncertainty as concern

Whistleblowing policy to be reinforced: Staff must feel free to contact trustees directly without centre manager gatekeeping; board will communicate this clearly.

Finance Summary

Year-end position (March 31, 2026):

- Cash in bank: £107,539 (£3,000 above prior year, £17,000 above 2024)
- Additional £10,000 from Oxfordshire Community Foundation not yet reconciled
- Total income £164,000 vs. costs £157,000 = £7,000 surplus

Immediate actions required:

- **Sarah and Emma Endicott to finalize year-end accounts**
    - Board authorized paying Emma Endicott for completion hours
- Monthly overtime reporting spreadsheet to be implemented for workload monitoring
- **Restricted funds discrepancy** –difference between Xero and official accounts to be resolved by Emma Endicott and accountant Tom Case

Equipment & Facilities

- **IT issues critical:** Third engineer visit scheduled; Rosie to complain to BT (Broadband) provider about persistent failures causing work loss
- **3D printer and laser cutter suggestion** for youth engagement – potentially aligns with National Lottery IT equipment budget

Governance & Policy Updates

- **David Webb (treasurer candidate):** Interested in becoming a Trustee, signed confidentiality agreement, received trustee handbook and finance policy; will join upcoming Monday meeting
- **GDPR review completed:** No breaches in 2025-26; Information Asset Register current; shredding backlog to be cleared by external company
- **Notice period to be increased to 3 months** for future senior staff appointments to avoid repeat of Tanya's short handover
- **Policy reviews in progress:** Confidentiality (Vicky), recruitment (Colin), safeguarding (Nick), diversity/inclusion (David), trustee handbook (Emma & Richard)

Action Items

- **Rosie:** Meet with Richard tomorrow afternoon to review draft objectives and job description
- **Rosie:** Communicate 30-hour approval to Sarah and explain ongoing role development work
- **Rosie & Richard:** Schedule health & safety equipment review with Heather (end of June)
- **Emma:** Set up weekly Monday 6:30pm Teams meetings and invite David Webb
- **Emma & Vicky:** Draft official letter confirming Sarah's hour increase
- **Subgroup (to be identified):** Develop **Lottery bid manager role** proposal by early July
- **David:** Notify Kate by first week of July that August 1st start date confirmed for implementation of lottery project
- **David:** Ask Kate: expectation on recruitment for Lottery bid manager
- **Rosie:** Coordinate with Sarah and Emma Endicott to complete year-end accounts urgently
- **Rosie:** Hold staff meeting June 18th to brainstorm enhanced therapeutic activities for 18-25 demographic
- **Rosie:** Meet with Beth Hendry (Restore) on June 22nd to confirm reporting requirements; include Selina

- **Nick:** Review safeguarding policy for date updates
- **David:** Review diversity/inclusion policy against new government guidance
- **Vicky:** Draft lease renewal summary with Charity Commission template and circulate for signatures
- **Emma:** Forward Emma Endicott's financial reports to full board
- **All trustees:** Confirm addresses and dates of birth to Karen for £25,000 grant application
- **Nick:** Consider donating friend's 3D printer for youth engagement activities

Next Meetings

- **July 13, 2025 (Monday) and August 4th (Tuesday):** Full board meetings
- **Weekly Mondays 6:30:** Ongoing through July for urgent decision-making
- **June 18, 2025:** Staff closed day for activity planning
- **June 22, 2025:** Rosie meeting with Restore (Beth Hendry)