

Minutes of the M5 2023 Trustees' Meeting

Venue Online on MS Teams	Date Tuesday 3 rd May 2023
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Trustees Present Nick Daisley Emma Welch David Atkins Richard Taylor Alistaire Knight Ian Matheson Colin Bell	Also Present Rosie Wheeler Tanya Parkinson
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Welcome.

Nick welcomed everyone to the meeting. Rosie Wheeler sat in on the meeting for the fourth time following her expression of interest to become a trustee.

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

Nick Daisley suggested some edits required for the Minutes from the Meeting M4 (April 2023). The edits will be circulated to all trustees and then the minutes will be ratified, moved to the 'Approved Folder' in Dropbox and published on the website.

Action Nick and Emma

Matters Arising

Matters arising are minuted in the meeting minutes below. Actions have been recorded on the Progress Sheet for review next month. Six items remain on the Progress Sheet.

See Appendix A

2. Operational Review

Tanya had circulated her Managers' Report to all the trustees ahead of the meeting. The trustees have been impressed by the way in which Tanya has settled quickly into the role and already taken on many operational issues. Whilst a large part of the meeting was given to the Operational Review, it was decided that the focus of the Trustee meeting in June will be operational matters.

Training

First aid training is complete for all staff. Tanya suggested other training for volunteers and the Trustees agreed depending on costs. (Tanya will look for appropriate training).

Staff Supervision

Supervision for staff by Sue Douglas has been completed this month and this is considered by all to be an important part of staff support. Tanya will formalise this arrangement with a contract. Tanya has her own supervisor, Karen O'Neill, who she has worked with for many years. Trustees agreed that Tanya can claim a contribution to this as an expense to equate to that which is offered to the rest of the staff team.

Staffing

Currently Katie needs to work outside her contracted hours to attend team meetings and supervision. The Trustees agreed that this should be offered as TOIL or paid as overtime whilst we take stock of the budget for the year ahead and review contracted hours.

Referrals and Placements

Tanya reported that referrals have increased due to new links made with mental health community practitioners. The number of service users has now increased to 30. The trustees agreed that placements can continue to increase to 36 per week so that Tanya can continue to offer more places to new referrals.

Staff Recruitment

Tanya updated the board. Joanna is moving from the area and has tendered her resignation, she has been an incredible office manager and the board are very sad to see her go. Joanna has worked hard to help prepare an up-to-date job description for the advertised post and has offered to produce hand over material for the successful applicant. The deadline for the applications for the Office Manager position is the 9th May with interviews estimated to take place on the 18th May. Tanya will liaise with the board after the 9th to arrange the interview process according to our recruitment policy.

Plant Sale

Scheduled for the 14th May at 1pm. Tanya and the staff and volunteer team have been busy preparing. The trustees are reminded to help publicise this event.

Action All

3. Financial Update: End of Year Accounts and Budget

Alistaire had circulated the Annual Finance Report which included the accounts for the financial year to March 2023 and year ahead forecast and budget. He talked through this presentation at the meeting. The board thanked him for the work he had put into preparing the presentation and maintaining control of the financial situation.

Accounts for the financial year 2022-2023 showed that cash flow has remained good. Spending was underbudget in some areas which had helped R&B finish the year again with a healthy reserve.

Alistaire highlighted several grants of restricted funds that still need to be spent. Tanya is prioritising this spend.

The board discussed the budget for 2023-24. In terms of our income, the forecast indicates that we expect to be down on last year due to Lloyds funding now ended. This is a gap we expect the professional fundraiser to pick up. (See more notes on fundraising below). Communication between R&B, Tanya and Jasper the professional fundraiser is now vastly improved and Jasper will be made aware that our fundraising strategy this year must be to apply for some substantial awards to replace the Lloyds funding. This financial year we have budgeted for an increase in salaries and utilities due to recent rises and an increase in other costs. Alistaire highlighted the forecast budget gap which will be communicated to the fundraisers.

4. Governance Policies and Strategy

GDPR.

Emma had met with Tanya to discuss GDPR. Emma will continue to work with Tanya to bring us up to date for GDPR in 2023. GDPR has been added as an item on the Progress Sheet and will be reviewed next month.

Action Emma and Tanya

Diversity Equity Inclusion Policy (DEI)

Currently the board have reflected DEI good practice through all R&B Policies. Tanya has recommended a stand alone Policy and David will help to create this. **Action David**

Fundraising Update

Nick Daisley and Colin Bell met with Tanya and two fundraisers from the Fundraising Consultants Ltd. (Jasper and Ethan) On the 18th April. The meeting had gone well. Colin had

circulated notes from the meeting to all Trustees. The board had previously raised concerns regarding the lack of fundraising success. At the meeting all reviewed the funding applications made to date and set goals for fundraising going forward. Nick, Colin and Tanya came away from the meeting feeling positive that progress has been made. All at the meeting agreed next steps, and this has been sent in writing to FCL. Jasper will work for Root & Branch for 5 days per month and will meet Tanya monthly. The next meeting is scheduled for the 17th May. Ethan from FCL will forward revised contract terms to Root & Branch.

Since this meeting, Tanya has been working with Jasper and feels positive about their working relationship going forward. Several grant applications have been completed and sent off this month.

Fundraising_email: Nick will reset the password for the fundraiser@ email so that Tanya can access this account.

Action Nick

Advertising

We have had an advert in the Highworth Link magazine for the past eight months. It has been a useful way of raising the local profile whilst looking for trustees and volunteers.

The Board decided to stop this advertising for the time being. Emma will let the Highworth link know but maintain contact with them in case we decide to resume advertising again at a later date.

Action Emma

Trustee Recruitment

The final part of the meeting was for board discussion only. The board all unanimously agreed that the contribution of Rosie Wheeler to the board so far has been very positive. Rosie, having been part of the staff team at R&B, has a useful insight to the workings of the charity and a sound understanding of our mission and purpose. Nick will contact Rosie to discuss next steps to joining the board as a co-opted trustee.

Action Nick

5. Date of Next Meeting

Date of next meeting will be June 13th at 6.30pm on MS Teams.

Action Emma

Agenda Items for the June Board meeting:

The trustees agreed to prioritise operations in the June meeting. To give Tanya time to raise and address all operational items requiring trustee discussion and decision.