

## Minutes of the M3 2022 Trustees' Meeting

<b>Venue</b> Online on MS Teams	<b>Date</b> Tuesday 8 <sup>th</sup> March 2022
<b>Trustees Present</b> Emma Welch Alistaire Knight Svetlina Jeanneret David Atkins	<b>Also Present</b> Karen English

### Welcome.

David welcomed everyone to the meeting.

Apologies have been received from Nick Daisley and Ian Matheson. David stood in to chair the meeting.

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

Minutes from the Meeting M2 (Feb 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:** Emma updated that she is meeting Adam twine on the 10<sup>th</sup> March to review the Root & Branch lease.

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Five ongoing items remain on the Progress Sheet for ongoing review.

**See Appendix A**

### 2. Finance Review

Alistaire presented the Charity finances by way of the monthly spreadsheet and power point slides to show:

- This year we will comfortably end the year with the reserve in excess of expectations. Projected reserved have increased due to recent funds raised by the professional fundraisers.
- Current spending in each of the activity areas of the Project

The presentation of a breakdown of finances in each of the activity areas was useful and highlighted that the Forge is the most 'expensive' activity at the Project. Trustees agreed that this presentation will feed into the board's working party on the 8<sup>th</sup> April and help make decisions regarding activities and projects going forward.

David drew attention to the fact that expenditure on utilities will go up due to inevitable fuel price rises and this will be factored in to future budgeting and forecasting.

Alistaire asked for feedback from the trustees – which future Projects would trustees like to see develop at Root & Branch?

**Action All Trustees**

### 3. Operational Review

#### Volunteer Recruitment

Karen reported that three volunteers have left recently, all for unavoidable personal reasons. Karen will focus efforts on recruiting again volunteers particularly for the garden and cooking activities.

#### Premises

All electric work is complete and the defibrillator is now installed and in good working order – Karen intends to look into first aid training for more staff and volunteers.

#### COVID Measures

Karen continues to increase the number of places at the Project – with an aim to be back up to 15 places per day (pre-covid levels) soon. Karen also aims to move the Project opening time back to a 2pm close by the end of March. Current COVID measures of masks and lateral flow tests remain in place. Although mask wearing for volunteers and service users is now non-compulsory inside.

#### Service Users

There are now two service users at the project who have come via the self-referral route. Karen has reported that one service user's health has declined and is now admitted to hospital – Karen will remain in contact with the Mental Health Team of this individual to offer support where possible.

### 4. Governance Policies and Strategy

#### Policy Review.

The Policies 3 – 14 have now been reviewed and signed off. **See Appendix A**

**However some work is ongoing:**

Policy 12 – The IT and Data Management Policy requires further work. It is a useable document in its current form, but Nick would like to rewrite it to make it more purposeful for our organisation.

**Action Nick**

Policies 2 and 3 – The Volunteer and Staff Handbooks require an updated statement regarding our stance on vaccination status. The trustee board agreed that, whilst we cannot make having all vaccinations (including COVID 19) compulsory, we should strongly advise everyone at the Project to be up to date with all vaccinations. We agreed that if individuals are not vaccinated, particularly against COVID 19, then this would restrict their participation in certain activities and in working with groups of Service Users in doors. Emma will draft a statement for the Handbooks and send to all.

The Policy review of Policies 1 and 2 will continue via email this month.

**Action Emma. See Appendix A**Working Party for Strategic Plan Review

The Working Party for all trustees and Karen will take place on Friday 8<sup>th</sup> April at 11am at Root and Branch Westmill. The working party will focus on our aims and direction for the next three year period. Svetlina has asked all trustees to email her this month with ideas for things they would particularly like to focus on. With this information Svetlina will create a timetable for the afternoon.

**Action Svetlina and All**

The Trustees agreed that staff input would be very beneficial and will ask Karen to compile some ideas from Staff to bring along to the Working Party.

**Action Svetlina**Health and Safety and Risk Assessment Review

Karen has been updating all Risk Assessments at R&B. PAT testing is happening currently. Karen is happy that a good level of monitoring and recording is happening and that all volunteers and service users comply with our standard of Health and Safety. There have been no major incidents this year. All incidents recorded in the accident book are small incidents caused by human error and near-misses. Every incident has been reflected upon and procedures adapted to mitigate against repeated accidents and near-misses reoccurring.

Karen requires Nick's signature on the overall Risk Assessment document.

**Action Karen and Nick**

## 5. Human Resources

### Recruitment of a new Garden Manager

Karen and Svetlina have interviewed four applicants for the Garden Manager position. Two were very strong and invited back to the project, one has accepted (the other has pulled out after accepting another job).

The applicant is visiting the project for the day on the 14<sup>th</sup> March to work with other staff and meet volunteers. Karen will offer to pay her expenses for this day on site.

**Action Karen, Svetlina**

### Annual Pay Review

Karen praised the whole staff team for working brilliantly this year and for coping admirably during times of staff absence.

The Trustees agreed to a 3% flat rate pay rise for all staff. Emma will let Karen know and communicate this with our pay roll clerk and Svetlina will write to all staff.

**Action Svetlina and Emma**

### The Recruitment of a Fundraiser

This will be progressed next month when Nick returns to the meeting

**Action Nick**

## 6. Date of Next Meeting

The next meeting of the board will be the working party on Friday the 8<sup>th</sup> of April at 11am. It will be held at Root & Branch Westmill.

If required, the trustees will also hold a meeting to cover normal business and rolling agenda items on MS Teams on Tuesday 12<sup>th</sup> April at 6.30 pm

**Preparation:** April rolling agenda items:

- Fundraising Year Plan
- PR Marketing Year Plan