

Minutes of the M3 2026 Trustees' Meeting

Venue Online on MS Teams	Date Monday 27th April
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Trustees Present Rosie Wheeler David Atkins Emma Welch Vicki Silk Colin Bell Carolyn Place Nick Daisley Richard Taylor	Also Present Tanya Parkinson (from 7.15pm)
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Welcome

Rosie welcomed everyone to the meeting.

This Meeting was called in order to address the agenda items that were outstanding from M2 (11th April 2026).

Human Resources and Governance

Tanya has tendered her resignation from the role of centre manager, and this has been accepted by the board. Whilst this is a resignation that brings sadness, the board fully understand the reasons behind it, and respect Tanya's decision. Tanya's last working day in the role will be Thursday 28th May. The board expressed a huge feeling of gratitude to Tanya for everything she has achieved in her three years in post. The Project, the staff team, the facilities on site are all hugely better off because of the relentless hard work that Tanya has put in. She will be missed by everyone at R&B.

Rosie has held individual meetings with all the current staff to offer support, reassurance and gauge their feelings of moving forward in their jobs for the charity. Whilst they all expressed sadness that Tanya was leaving, they all appreciated the meetings with Rosie, and talked about taking on more responsibilities in their roles and moving forward with R&B.

Tanya has expressed the idea of coming back in some capacity to R&B after a two-month break (a period of unpaid leave). Tanya had communicated to Rosie that she felt she had capacity to come back to work for two days a week (16 hours per week).

The board discussed the role that Tanya could play in the starting and setting up of the new Outreach Project (Project Canopy) that is being funded by the National Lottery). It was decided that there are opportunities for Tanya to come back in this capacity, but that the need for Tanya to have a good two-month break was paramount.

Decision: Rosie will step down as a trustee in May in order to take on the role of interim centre manager while decisions around re-recruiting this role are made by the board. All decisions around recruitment for the centre manager position and around the remuneration of the interim centre manager role will be taken once Rosie has stepped away from the board of trustees, so that there are no conflicts of interests. Tanya will be offered a role back at the charity, once she has had a break. The exact nature of the role and job description will be decided by the board and the interim centre manager during some strategic planning meetings through May – June.

David Atkins was put forward to become the Chair of trustees when Rosie steps down. This was voted for unanimously by all board members present.

Vicki will make adjustments to Companies House and Charity Commission records.

Action Vicki

David will attend a meeting with Tanya and the National Lottery to help communicate the staff and governance changes.

Action David

Lease

Lease renewal meeting: Vicki and Rosie will meet with Adam and Ed in early May to discuss 5-year extension and broader organizational plans. Once this meeting has happened, Rosie will resign from the board of trustees.

Action Rosie and Vicki

Partnership Update

Restore contract: Following feedback from a meeting between Tanya and Bridewell, it was decided to continue with current Restore partnership for this year rather than going direct with the mental health partnership. This will give breathing space to evaluate options for next year.

Policy Review

The new Environment Policy (PoI-17) was adopted by the board and has been published.

Other Policies Reviews are on-going and will be discussed at the next trustee meeting in June. Emma requested that all trustees bring any recommended changes

to policies to the meeting in June – ‘bubbles’ or different font colours to be used to highlight changes. (Note to all ‘Track Changes’ can be used if individuals prefer this and know how to use it... Emma just has a particular aversion to the ‘track changes’ option.)

Emma will recirculate the list of policies for review.

Action All

Interim Meeting in May

Tanya will have an interim meeting in May with a trustee. This will be a hand over meeting. Emma will schedule this in with Tanya for the end of the month.

Action Emma

Date of the Next Meeting

June meeting planned for Tuesday 9th June

Items from the rolling agenda coming up for May/June:

- GDPR annual review,
- Monitoring and Evaluation annual review (Formal review of Restore quarterly reports)
- Review Progress of End of Year Accounts.
- Policy Review