

Minutes of the M7 2022 Trustees' Meeting

Venue Online on MS Teams	Date Tuesday 12 th July 2022
Trustees Present Nick Daisley Emma Welch Svetlina Jeanneret Alistaire Knight David Atkins Ian Matheson	Also Present Karen English

Welcome.

Svetlina, acting as Chair Person for this meeting, welcomed everyone to the meeting.

There were no apologies.

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

Minutes from the Meeting M6 (June 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

Rent Increase. Adam Twine has reviewed the rent and increased it according to inflation as per the break clause in the lease. The trustees agreed that the rent rise proposed is appropriate and the rent will be raised from July 2022 and cannot be changed again until the next contract renewal in July 2026.

Action Emma

Six ongoing items remain on the Progress Sheet for review.

See Appendix A

2. Financial Review.

The Board thanked Alistaire for his presentation of the current financial situation. June had seen just under £4,000 raised by the fundraisers, further reducing the funding gap, which is

very good news. Alistaire's projection to the end of the financial year show the Project finishing with a reserve slightly lower than our normal – but still in reserve of a good amount.

Karen reported that we were not successful with the recent application for more funding from the National Lottery, but that she is able to reapply.

Action Karen

Karen asked about having access to published accounts to show our new Contract Fundraisers – and, because only audited accounts are currently published up to March 31st 2021, Alistaire will share his monthly financial report with them to keep them up to date.

Action Karen and Alistaire

3. Operational Review

Karen had circulated her Managers' Report ahead of the meeting. She confirmed that there was one safeguarding issue that she had been made aware of involving one of our service users. This is being dealt with by the individual's safeguarding team and G.P.

The Board discussed recent health and safety concerns. Karen is aware and has dealt with the issues as they have arisen. Karen will keep a regular check of procedures and remind all staff, volunteers and tutors of the standards that need to be upheld. The Trustees agree that any self employed tutor coming on site to teach courses should have their own insurance and should be made aware that they remain fully responsible for their own Health and Safety. Karen will, in particular, provide our Health and Safety Policy again to the professional blacksmith and will make a record of doing so.

Action Karen

The Trustees denied a recent request from a volunteer to use the forge for his own use during our opening hours. This, for reasons that our insurance would not cover it and that it would put an added burden on the staff team.

COVID

The staff continue to be vigilant, to encourage outdoor activities and social distancing and regular hand washing. There are no official guidelines to follow but Karen maintains a strict rule that anyone with symptoms should remain at home and not return to the Project until they have tested negative.

Ian recommended keeping lateral flow tests on site. The board agreed for Karen to buy tests and to keep them in the office. It was agreed that there should always be one box of 10 tests available in the office.

Action Karen

4. Governance Policies and Strategy

Fundraising Review

Nick updated the board. He has been in touch with the Professional Fundraisers and terminated our relationship with them. Nick had thanked them for all their work and explained the nature of our current position. They were very understanding.

Nick and Karen have attended online meetings with the fundraising consultancy who have provided their terms and conditions and fees. Nick will investigate some of the testimonials that they have provided as referees. All being well with the references, the Board agreed to enter a contract with them for an initial period of 6 months, at which point the relationship and outcomes will be reviewed.

It is agreed that we should start our contract with them on the 1st August, when Karen returns from annual leave.

Nick will set up an email account for them and create a fundraising area on Dropbox to which the new consultants can have access.

Action Karen and Nick

PR and Marketing Review

Karen gave the Board a very useful update of how she and the staff team have managed to maintain the local profile of R&B this year. Karen continues to use Facebook and has forged links online with other local pages and community groups. New volunteers have come to the Project via Facebook.

Karen thanked Svetlina for her work on the new logo and Svetlina has offered to continue her support with updating the website.

Action Svetlina

Karen reported that the plant sale in May had been a very successful marketing venture and that by maintaining the sale of plants in the Veg Hut, we continue to advertise our presence.

Karen has continued to develop our links with locals businesses and community groups.

Karen plans to make further visits to GP surgeries in the coming months and will investigate a bigger and more visual 'welcome' sign' at our entrance.

Karen will find out about how to put a brown sign up on the A420

Action Karen

Emma will find out if Adam has land with main road frontage that we might be able to put a sign on.

Action Emma

We still need a board member with a background in PR or Marketing. Emma will put an advertisement in the Highworth Link to let the local community know that we are looking for another trustee to join the board.

Action Emma

The Strategic Plan

Karen had circulated a seven page document from Sally Britton, in which Sally had very usefully summarised the work that both the staff team and the trustee team did last month on 'Theory of Change'. Sally has produced for us a one page Theory of Change, as well as the beginnings of our new Strategic Plan. The Board has asked Karen to pass on our thanks to Sally for this work.

David has offered to take this document and use the content to draft our next Three Year Strategic Plan. David will present this to the board in September.

Action David

5. Date of Next Meeting(S)

The next meeting of the board will be on Tuesday August 9th at 6.30pm. It will be online on MS Teams (**Action Emma**)

Preparation: August rolling agenda items:

- Insurance Review (**Action Emma**)
- Premises Review (**Ian and Karen**)
- Preparation for the AGM (**Emma**)

The September trustee meeting has been moved to **Tuesday 20th September**. This will be held at Root & Branch Westmill. (And streamed on Teams for Alistaire who will be abroad). Items for the September meeting will include the Review of the Strategic Plan (**Action David**).

Our Annual General Meeting will be held on Tuesday 11th October.