

## Minutes of the M2 2026 Trustees' Meeting

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| <b>Venue</b><br>Online on MS Teams | <b>Date</b><br><b>Monday 11<sup>th</sup> April 2026</b> |
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| <b>Trustees Present</b><br>Rosie Wheeler<br>David Atkins<br>Emma Welch<br>Vicki Silk<br>Colin Bell<br>Carolyn Place<br>Martyn Cooper<br>Nick Daisley<br>Richard Taylor | <b>Also Present</b><br>Tanya Parkinson<br>Karen Sutton (Fundraising Officer) |
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### Welcome

Rosie welcomed everyone to the meeting. There were no apologies. Karen Sutton joined the meeting to present her Fundraising Review.

### Key Outcomes

Karen (R&B Fundraising Officer) reported significant fundraising progress with grants worth over £30,000 secured and BBC Radio Wiltshire coverage scheduled for May 11th.

Root and Branch received National Lottery funding (amount subject to due diligence), requiring imminent implementation planning.

The organisation faces a critical decision between working directly with the NHS partnership or through Restore, with both parties actively pursuing collaboration.

Rosie will transition from trustee to interim managerial role, requiring careful sequencing to maintain governance compliance.

### Decisions Made

- **Minutes ratified:** Previous meeting minutes (M1 February 2026) approved without amendments (and can be published on the website)
- **Website development:** Remains on progress sheet as work continues on user-friendly content and login areas
- **Health and Safety Subcommittee:** Retained on progress sheet due to upcoming workshop equipment issues requiring subcommittee action
- **Meeting recording:** Board agreed to record the meeting

- **Budget and pay review:** Completed and formally approved for minuting purposes
- **Workshop safety approach:** Board will conduct stakeholder meeting to prioritize equipment repairs, assess costs, and determine whether to continue machine use or transition to hand tools only

## Pending Confirmation

- **NHS partnership vs. Restore decision:** Tanya to meet with Bridewell, gather additional information, then provide recommendation to board via email for decision
- **Lottery grant contract:** Awaiting due diligence completion and contract signatures; David to sign on behalf of trustees
- **Restricted funds discrepancy:** Emma E (bookkeeper) and Sarah to resolve year-end accounting discrepancies where carried-forward figures don't match journal entries
- **Dobbies Garden Centre event:** Karen and Tanya to confirm attendance at May 2nd event (3-4pm) which conflicts with Tesco Community
- **Company House filings:** Deadline May 11th; Martin and Colin to complete ID verification process with trustee assistance

## Fundraising & Partnerships Update

- **Grants secured:** Karen updated the board on several funds applied for, secured and generated. Karen is recording all her activity on a spreadsheet.
- **Defib campaign:** Raised £900 through JustGiving
- **Brand The Bus campaign:** Oxford Bus vote active through April 30th with financial prizes for winning charity
- **Easy Fundraising:** Platform launched (£0.97 raised to date); Local Bowls Club reportedly raised a significant amount annually using this platform
- **BBC Radio Wiltshire:** Interview recorded with Ben featuring Richard, volunteer Anya, Karen, and Tanya; airing May 11th before plant fair, plus 4-week mental health feature series
- **Potential partnerships:** Advocado Property (Highworth) offering donation percentage from home sales plus drone/social media support.
- **Big Highworth Contact:** Tanya has made a contact who would like to visit R&B and is potentially interested to be involved.

- **Certificate in Fundraising:** Karen enrolled in fully-funded course starting March
- **Legacy leaflets:** In development via Canva

## Events & Volunteer Coordination

- **Tesco Community Day:** May 2nd, 9am-4pm, volunteer roster established but needs additional coverage for 2-4pm slot to enable Dobbies attendance
- **Plant Fair (17<sup>th</sup> May):** Currently understaffed with only 7 volunteers signed up versus typical needs; more helpers for cake-making than day-of support. Plant inventory strong (best ever), craft inventory adequate. Tombola organized by Emma.
- **Raffle coordination:** Karen's raffle work transferred to plant fair subcommittee; prizes list available in SharePoint

## NHS/Restore Partnership Strategic Decision

**Context:** Root and Branch must choose between continuing with Restore (current intermediary) or contracting directly with NHS partnership

### Restore proposal:

- Offers partnership for large public health grants Root and Branch cannot access independently
- Plans Wiltshire expansion targeting 18-25 age group, potentially overlapping with Root and Branch's lottery-funded outreach
- Promises separate data reporting (previously amalgamated) and inflation pass-through
- New CEO is highly driven with strong public health experience

### Direct NHS partnership proposal:

- Greater visibility and first access to funding opportunities
- Higher administrative burden and potential NHS toolkit compliance requirements
- More demanding reporting and meeting attendance
- Political motivations unclear; direction may differ from higher leadership

### Decision factors:

- Current year funding (April 2025 start) already paid to Restore, creating financial complexity

- Partnership contract up for retender in one year, allowing course correction
- Lottery grant (outreach focus) may align better with one option
- Root and Branch maintains autonomy and brand identity regardless of choice

## National Lottery Funding

- **Grant secured:** Substantial multi-year funding awarded (4 years), pending final due diligence and contract signatures
- **Focus area:** Outreach work
- **Timeline:** Money possibly expected as early as May 2026; immediate implementation planning required
- **Budget impact:** Will require significant budget revision beyond current BAU (Business As Usual) baseline

## Health & Safety Workshop Review

- **Training completed:** Experienced volunteers led week-long workshop safety sessions attended by volunteers and staff (Sarah P, Selina)
- **Issues identified:** Equipment damaged/in need of repair, some missing/damaged guards
- **Action plan circulated:** Distributed to all stakeholders
- **Next steps:** Stakeholder meeting to prioritise repairs, cost assessment, and decision on machine vs. hand-tool operation
- **Funding available:** Oxford Community Foundation grant includes workshop allocation
- **Risk assessment:** Center risk assessment (last signed October 2025) requires updating for workshop section
- **Equipment history:** Professional safety assessment conducted approximately one year ago, but subsequent deterioration occurred
- **Usage consideration:** Workshop not heavily used but highly valued by active participants; volunteer retention risk if machines eliminated
- **Maintenance value:** Maintenance volunteers use workshop extensively for site refurbishment, saving thousands in costs

## Governance & Staffing Transitions

- **Rosie's transition:** Moving from chair of trustees to interim managerial support role; resignation timing must precede managerial duties to maintain governance separation
- **Richard appointed:** Taking over Health & Safety trustee role with support from Colin and Rosie
- **Potential treasurer candidate:** A candidate (previously interviewed 18 months ago) re-expressed interest as circumstances changed. Richard will follow this up
- **Staff communication:** Tanya informed team on Thursday; emotional response noted; Rosie planning one-on-one follow-ups and additional supervision sessions are planned
- **Tanya's interim involvement:** Considering ongoing involvement to support lottery implementation, balancing need for clean break

## Financial Position

- **Year-end status (March 31):** Total funds increased from £105,000 to £110,000 year-over-year
- **Fund composition concern:** Restricted funds increased while unrestricted funds decreased, worsening flexibility
- **Cost control:** Year-to-date spending £157,000 against £162,000 budget (£4,400 under)
- **Income performance:** £163,000 received versus £149,000 budgeted
- **Accounting discrepancy:** Restricted funds figures don't reconcile between year-end reports (£33,361) and Zero journals (£41,218); specific grant allocations (Farrington Town Council £3,000, OCF differences) require correction. Trustees have engaged Emma E (book keeper) and Tom Case (accountant) in order to protect the best interests of the charity and ensure correct management and filing of accounts.

## Action Items

- **Karen:** Circulate Dobbies Garden Centre event details to trustees for May 2nd coverage

- **Emma & Rosie:** Email volunteer database requesting plant fair helpers and tombola donations; send personal invites to retired trustees and patrons
- **Plant Fair Subcommittee:** Take over raffle prize coordination using Karen's SharePoint list
- **Tanya:** Meet with Big Highworth contact who has shown interest in R&B, Provide dates for workshop stakeholder meeting; clarify NHS partnership plans with Bridewell; email lottery contract to David for signature
- **Tanya & Rosie:** Meet to update center risk assessment for workshop section and defibrillator changes
- **Emma E (bookkeeper) & Sarah:** Resolve restricted funds accounting discrepancies and prepare amendment if needed
- **Rosie:** Conduct one-on-one check-ins with staff; arrange additional supervision session
- **Vicki:** Assist Martin and Colin with Company House ID verification before May 11th deadline
- **Emma:** Take on the Raffle and Tombola for Plant Fayre, Help Colin complete Company House ID verification
- **Richard:** Contact candidate regarding renewed treasurer trustee interest
- **All trustees:** Submit outstanding address details for Company House filing
- **All trustees:** Like and share the Brand the Bus voting information... and share Easy Fundraising information.

## Date of the Next Meetings

**April 27th, 6:30pm** (trustees only), Tanya joining at 7:15pm to discuss May transition planning

Agenda items deferred: Policy review, lease renewal discussion

**June meeting planned for Tuesday 9<sup>th</sup> June**

**Items from the rolling agenda coming up for May/June:** GDPR annual review, Monitoring and Evaluation annual review, Review Progress of End of Year Accounts.