

# Trowbridge Future

## MEETING MINUTES

Thursday 20<sup>th</sup> May 2021 16.00 via Zoom

		Actions
	<p><b>Present</b> Jo Trigg Chair (JT), Colin Kay (CK) Bob Brice (BB) Tracy Sullivan (TS) Alison Jones (AJ) Meg Aubrey (MA) Verena Buchanan (VB) David Whewell (DW) Zoe Meaden (ZM)</p> <p>JT welcomed DW as a new Trustee</p> <p>DW and LG were formally approved as Trustees.</p>	
1	<p><b>Apologies and Declarations of Interest</b></p> <p>Apologies Pat Baker (PB) Margaret Howard (MH) Liz Gifford (LG) Tracy Sullivan (TS) Stewart Palmen (SP)</p> <p>No interests declared.</p>	
2	<p><b>Approval of the minutes 18<sup>th</sup> March 2021</b></p> <p>Minutes approved JT to sign and post on the website.</p>	JT
3	<p><b>Review of actions from previous meeting and matters arising</b></p> <ul style="list-style-type: none"> <li>• Annexe has been circulated and approved by all</li> <li>• Covid Testing delt with under 5 below.</li> <li>• Seymour Hub lease. As the building is owned by Selwood Housing and leased by them to the Town Council this has been a complex process, but it is now complete.</li> <li>• Changes to financial reporting dealt with under 6 below.</li> <li>• Fundraising timeline attached.</li> <li>• Policy register dealt with under 9 below.</li> <li>• Trustee recruitment dealt with under 10 below.</li> <li>• One Drive. All documents are now kept on this. It is possible to create a Trustees area and give Trustees access to it. JT was concerned about people making changes to policies without discussion and there then being confusion about which is the most recent version. After some discussion it was agreed to have a Trustees area where minutes and papers for each meeting are kept. Trustees would be given a link to this rather than papers being emailed out.</li> </ul>	MA
4.	<p><b>The Community Programme</b></p> <p>ZM outlined the work that she is currently doing</p> <ul style="list-style-type: none"> <li>• BA14 Hub is now open with regulars returning and some new faces.</li> <li>• The Community Fridge is operating well from Seymour. There continues to be increasing demand and she has made 4/5 foodbank referrals.</li> <li>• ZM has just attended a meeting with Storehouse, Trowbridge Eco Group, and other partners to begin to develop a more coherent and integrated strategy for</li> </ul>	

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	<p>addressing food waste and food poverty in the town. Considering using Olio an app to enable shops and individuals to share food.</p> <ul style="list-style-type: none"><li>• Community Café at Seymour due to open 21.05.21</li><li>• Now working with Studley Green Primary School in terms of food distribution</li><li>• Nariman has been working hard to engage the local BAME community and we have seen a significant increase in visits from residents, in particular Syrian refugees. We have been making referrals to Ruksak and have been able to provide clothing, toiletries, toys, laundry items and even laptops to families in need.</li><li>• One of our vulnerable clients may be a case study in the national Lottery report.</li><li>• CK welcomed the data in the latest report which he was using in a funding application. ZM Bath University are helping with developing an approach to measuring impact.</li><li>• There is much else that could be done but it is about working within our capacity.</li><li>• JT asked about volunteer recruitment. MA, we need a recruitment campaign, but it is about capacity.</li><li>• All expressed appreciation of ZM's work.</li></ul>	
5.	<p><b>Covid</b></p> <ul style="list-style-type: none"><li>• MA all staff and testing twice a week. Volunteers really appreciate this.</li><li>• Continue to follow National Youth Association guidance and published regulations.</li></ul>	
6.	<p><b>Financial Report &amp; Staffing</b></p> <p><b>Finance</b></p> <ul style="list-style-type: none"><li>• MA presenting for TS.</li><li>• MA has worked with Zoe NM and TS. Now putting everything on Xero. The intention is to take payroll etc in-house. Currently provided by TTC as part of free support but as TF grows it is better that it should handle this itself.</li><li>• Spreadsheet shows end of year accounts.</li><li>• 3-year budget shows comfortable until February 2022. Gone to February because National Lottery operate February to February.<ul style="list-style-type: none"><li>○ JT felt TF needed to build up its reserves</li><li>○ VB asked if there was any restriction on applying</li></ul></li></ul>	

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	<p>for other National Lottery funding. MA said there weren't, but it would be better not to use it as matched funding if possible,</p> <ul style="list-style-type: none"> <li>○ DW asked if the projected deficit for March 2022 was a real one. MA confirmed that it was.</li> </ul> <ul style="list-style-type: none"> <li>● Discussion of the proposed Finance and Purchasing Policies             <ul style="list-style-type: none"> <li>○ CK MH has given him some specific minor points he will send to MA.</li> <li>○ VB queried whether the purchasing levels allowed for decision by the CEO were high enough as the Board only meets 6 times a year.</li> <li>○ MA to review the last 12 months to test out the policy. She was finding herself having to make decisions.</li> <li>○ CK suggested there could be an opportunity for decisions to be made by the CEO with the Treasurer and Chair or another trustee.</li> <li>○ MA felt the policies needed to be relooked at and possibly combined. She will do this and either recirculate or bring to the next meeting.</li> </ul> </li> </ul> <p><b>Fundraising</b></p> <ul style="list-style-type: none"> <li>● Log circulated continuing to work on funding bids</li> </ul> <p><b>Staffing</b></p> <ul style="list-style-type: none"> <li>● MA staff morale positive. All pleased to be back and engaging with people.</li> <li>● EM has gained job at Bath College. MA and ZM to meet to discuss replacement. Important to review current needs rather than simply replacing like for like.</li> </ul>	<p>CK</p> <p>MA</p> <p>MA</p> <p>ZM/MA</p>
<p>7.</p>	<p><b>Youth Report</b> (Detailed report attached circulated)</p> <ul style="list-style-type: none"> <li>● DM working well.</li> <li>● 1:1 mentoring at John of Gaunt and Clarendon and getting other approaches. Could do more but DM lacks capacity. VB might be worth seeing if those wanting it have the finances to pay which might enable us to develop our capacity. Meeting with Yout for Christ to discuss collaboration.</li> <li>● Outreach continuing at the Skate Park but quiet at the</li> </ul>	

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	<p>moment.</p> <ul style="list-style-type: none"> <li>Longfield 1 group of 10-14s. It is difficult because of the lack of availability of the Community Centre which has a number of long-term lets. Plan to install a portacabin there but not this year.</li> <li>Studley Green building up slowly. Supporting thr BMX club by offering drop-ins to reduce disruption by others. Winning young people over will be a gradual process.</li> <li>Seymour junior and senior clubs doing well.</li> </ul>	
8.	<p><b>Report on Community Hub</b> (Report circulated)</p> <ul style="list-style-type: none"> <li>Dealt with in 4 above.</li> </ul>	
9.	<p><b>Policy Review MA</b></p> <p>CK had circulated policy register</p> <ul style="list-style-type: none"> <li>VB felt she had said she would do Health and Safety.</li> <li>DW to look at risk assessments</li> <li>MA to revise again.</li> </ul>	<p>VB DW MA</p>
10.	<p><b>Governance</b></p> <ul style="list-style-type: none"> <li>Trustee recruitment. 2 new trustees have been recruited and joined the Board. The third person interviewed was in the army and out of England too much in the next year to join.</li> <li>The Trustees recruitment pack has been updated so it is ready to use again.</li> <li>JT asked DW what he thought of the process. DW was positive but would be interested to see how induction developed.</li> </ul>	
11.	<p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>2 causes for concern both eventually dealt with by schools.</li> <li>DM is now Designated Safeguarding Lead and has arranged handover with HB. TS the Safeguarding Trustee</li> </ul>	
12.	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>MA Neighbourhoods. Selwood interested in TF taking the lead on Studley Green. MA feels it is better to work gradually as we have on Seymour and build upon success.</li> <li>VB had asked what had happened about the Studley Green project. CK explained that the Child Wellbeing Partnership had taken a broader view. It was working to create a Child Friendly Trowbridge. It has secured £35K to provide devices for disadvantaged young people. £5K had come from Selwood.</li> </ul>	

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	<ul style="list-style-type: none"><li>• BB said the Studley Green Community Centre were looking to open up more. MA has a meeting with them. JT now sits on committee</li></ul>	
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**Further meetings all starting at 4pm**

Thursday 8<sup>th</sup> July 2021 AGM

Thursday 16<sup>th</sup> September 2021

Thursday 11<sup>th</sup> November 2021

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