

Trowbridge Future

MEETING MINUTES

Thursday 18th March 2021 16.00 via Zoom

	Present Jo Trigg Chair (JT), Colin Kay (CK) Attended first 20 minutes) Bob Brice (BB) Tracy Sullivan (TS) Alison Jones (AJ) Meg Aubrey (MA) Verena Buchanan (VB)	Actions
1	Apologies and Declarations of Interest Apologies Pat Baker (PB) Margaret Howard (MH) Stewart Palmen (SP) No interests declared.	
2	Approval of the minutes of 21st January 2021 Minutes approved JT to sign and post on the website.	JT
3	Review of actions from previous meeting and matters arising <ul style="list-style-type: none"> • Gift Aid registration Have subscription to Just Giving that deals with Gift Aid. TS suggested £5 per month giving campaign. Meg reported that we'd had 2 anon donations totalling £600 • Town Council Grant for the Seymour Hub ACTION confirmed with Stuart • Annexe amended and circulated CK Colin has sent. ACTION: Resend with minutes and Trustees to confirm by the 2nd April they are happy with it. 	
4.	Covid implications of the Road map <ul style="list-style-type: none"> • Meg has contacted other groups and national youth agency for guidance and has met with Verena • Open the hub from the 12th April with only 2 people at a time working, with masks and Track and Trace • Carry on with Community Fridge • Week after Easter Holiday start Youth work • Will revisit Risk Assessments • We have signed up through Department of Health, have been given tests. Debs is testing herself due to working at JOG school. Zoe testing herself every week. Need to develop a policy and procedure. Verena will share their policy including regularity. • Agreed staff should do it at least once a week, let us know if they do not intend to do it. ACTION: JT will check how schools are managing testing their staff • Jo asked Meg to consider what if any support she needs 	
5.	Financial Report & Staffing Finance	

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	<ul style="list-style-type: none">• Question re fundraising, £78k remaining target for National Lottery match can come from any income earned, fundraised or in kind• Happy with plans to report variance• Trustees would like headlines and more detailed headings, maybe using pivot tables <p>ACTION Men and TS to look at this with ZNM</p> <p>Fundraising</p> <ul style="list-style-type: none">• £1500 being applied for by Zoe for materials• Colin making a youth bid <p>ACTION: Jo requested a timeline of fundraising for the next meeting</p> <p>Staffing</p> <ul style="list-style-type: none">• Team building activity in planning• TS offered a conversation with staff• Nariman doing valuable community work so will continue to do that alongside her youth work• Bath Uni will work to support 'expert advisors to help us demonstrate our impact'. Meeting planned to look at how we do this, including training community members to support• Keen to share this learning with other orgs around Trowbridge• Jo reported that a member of staff was unhappy with the new contracts. They are having a meeting with Verena tomorrow which will hopefully resolve the issue.• Seymour Hub contract still with solicitor, still chasing. Jo asks who is legally responsible until this is sign, this makes it more urgent. <p>ACTION: VB suggest Meg speak to Kate Jones (VB declared an interest here as the Freeholders)</p> <ul style="list-style-type: none">• Banner have provided 10 coats for staff. We will monetise and record this support	
6.	<p>Youth Report (Detailed report attached circulated)</p> <ul style="list-style-type: none">• DM Reports full, possibly too long:• Summary page maybe useful• Maybe Bath Uni could help us identify key information	

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	<ul style="list-style-type: none"> • Meg highlighted they are useful for National Lottery • Make more of a public feature of key things, Linking reports to strategy ACTION: Trustees to email Debs and Zoe to thank them for their reports • Suggest 'Area's of focus' are highlighted so progress can be monitored against targets 	
7.	<p>Report on Community Hub (Report circulated)</p> <ul style="list-style-type: none"> • ZM • 80/90% people using the Fridge are from the Estate. Meg has asked Zoe to take postcodes • Community Fridge was about using food waste rather than for food poverty but Identified the need on Seymour for support. • Jo: Are we signposting people to other support?: They are referred to the Foodbank • Are we becoming close to how Storehouse work?: Zoe built close relationship to Food Bank, problems have been highlighted with people accessing FB so we are complimenting rather than competing: We offer Fresh food, people can choose, • Are we capturing the use and feeding that back into any formal channels?: Informally to Selwood. • Zoe is responding to other needs, clothes, sanitary items etc • Queue of 30 people this morning, is a real need ACTION VB suggested contacted Wiltshire Money. VB will ask her colleague Darren Burn to contact Meg • Planning to create a wellbeing bag • Jo highlighted concerns about duplicating Rucksack's work, providing a channel for them maybe 	
8.	<p>Policy Review MA</p> <p>The following policies were approved</p> <ul style="list-style-type: none"> • Re look at when we have new Trustees • ACTION for Meg to look at with Colin • TS suggested the spreadsheet be shared with the board papers 	
9.	<p>Governance</p> <ul style="list-style-type: none"> • Need to keep pushing • Had 3 applications 	

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	<ul style="list-style-type: none">• Shortlisting on the 6th April, interviews on the 13th April	
10.	Safeguarding <ul style="list-style-type: none">• No specific concerns during this period• New support and supervision that we provide for Zoe and Debs	
11.	AOB <ul style="list-style-type: none">• Meg will share one drive with us with Trustees, Jo first and will lock down anything that's sensitive• Huge thanks were given to Bob for his inspirational work as a founder member of Trowbridge Futures.	

Further meetings all starting at 4pm

Thursday 20th May 2021

Thursday 8th July 2021 AGM

Thursday 16th September 2021

Thursday 11th November 2021
