

Trowbridge Future

MEETING MINUTES

Thursday 11th November 2021 via Zoom

| | Present | Actions |
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| | Jo Trigg Chair, Tracy Sullivan Treasurer, George Brown, Alison Jones, Liz Gifford, David Whewell, Stewart Palmen, Colin Kay Secretary, Meg Aubrey CEO. | |
| 1. | Apologies and Declarations of Interest Apologies Verena Buchanan, Pat Baker, Margaret Howard No interests declared. | |
| 2. | Approval of the minutes 16t September 2021 Minutes approved JT to sign and post on the website. | |
| 3. | Review of actions from previous meeting and matters arising <ul style="list-style-type: none"> Longfield Portacabin. MA and JT have been in discussion about a possible site. Original locations have proved unsuitable for different reasons. Now considering the Community Centre car park but part of this is rented out. Illness at TTC has delayed progress. Selwood have pledged £10,000 to the cost and the intention is to bid for capital from the Area Board at its last meeting of the financial year if a site can be identified. ESOL classes. Gemma Novis had asked if TF would fulfil a monitoring role for classes being run at the Town Hall. She has now left her post and the drive behind this has reduced. It seems better the Town Hall fulfil this role as it is in their building. This led to a discussion about the work TF is already doing with Syrian refugees about whether there was money for Afghan refugees and whether TF should charge Wiltshire Council when it asks TF staff to do work for it. MA to discuss with ZM and follow this up, | MA |
| 4. | Covid <ul style="list-style-type: none"> DM and ZM continuing to review situation and regulations. Regular cleaning, use of sanitiser and ventilation. At the Hub limiting numbers and being aware of peoples' anxieties. Visitors gradually becoming more confident. The Youth side is tricky because of the onset of winter, the size of the venues and the increased demand from young people, especially on Seymour. Working on the introduction of a booking system but this is not without its difficulties. | |
| 5. | Financial Report & Staffing Finance <ul style="list-style-type: none"> TS reported that the Finance and Resources subgroup has met and discussed the impact of inflation and the rise in the minimum wage on staff salaries. TF currently pays the Real Living Wage. Trustees were supportive of TF continuing to do this. The amount this will rise from Apr 22 is to be announced on 15.11.21. Once this is clear consideration will need to be given increasing our wages. TS emphasised the importance of consulting with staff. The lesson from this year's pay review was that it was better to consult staff about our thinking and the possible options rather than present a decision. TS presented 24-week budget which MA had circulated in advance. This showed point of reaching a deficit had moved back to September 2022. MA had removed funding for the Longfield portacabin from this apart from the costs of hiring a consultant to support us through the planning process. Heading in the right direction. The main issue is reserves. We need £50,000 to cover the costs of 3 months to wind up the charity but we currently only have £20,000. It was a greed that if there is a surplus at the end of a month it should be put into reserves. | MA MA |

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| | young people. | |
| 7. | <p>Report on Community Hub (Report circulated) ZM to be asked to do an annual report.</p> <ul style="list-style-type: none"> No questions Excellent report with a very moving case study. It was asked if this could be put on the website. This will be done with suitable anonymisation. ZM has met with the evaluators from Bath University which has helped her to improve the approach to collecting data. Bath University will produce their first report in Feb 2021 with others to come in 2022 and a final one in 2023. CK praised the article in last week's Wiltshire Times. GB asked about using social media to publicise TF's successes. AJ to work on this. | AJ |
| 8. | <p>Policy Review MA</p> <ul style="list-style-type: none"> VB working on Staff Complaints and Compliments and Staff Supervision policies DM and GB carrying out annual review of Safeguarding policy and procedures. This needs to come to the next meeting. It would be useful for GB to discuss Safeguarding of Vulnerable Adults with ZM CK working on Appraisal and Capability Policies. DW will put appropriate policies on the website. | <p>VB DM/GB</p> <p>GB CK DW</p> |
| 9. | <p>Governance</p> <ul style="list-style-type: none"> DM working to restart the Youth Ambassadors programme as a step towards creating a Youth Board. CK suggested making Youth the first item on a Board agenda so young people could attend just for that. TS suggested perhaps young people could plan a whole board meeting. | |
| 10. | <p>Safeguarding</p> <ul style="list-style-type: none"> There had been one serious safeguarding issue in the last 2 months which had been taken over by the safeguarding team. TF staff felt they had been supported. DM working well as senior safeguarding officer. | |
| 11. | <p>Meeting dates for 2022</p> <ul style="list-style-type: none"> Dates had been circulated and were approved. | |
| 12. | <p>AOB</p> <ul style="list-style-type: none"> TS praised MA for her excellent presentation at the last Area Board meeting. It is good to see that members seem to have an understanding of TF and what it is doing for the town. JT intends to carry out an informal review with Trustees in December or January. This is based on a simple proforma and is an opportunity to have a discussion with each person individually. JT will be contacting Trustees shortly. | |

Further meetings all starting at 4pm

Thursday 20.01.22

Thursday 24.03.22

Thursday 12.05.22

Thursday 07.07.22 Also the AGM

Thursday 15.09.22

Thursday 10.11.22