

MEETING MINUTES

Thursday 16th September at Trowbridge Town Hall

	Present	Actions
	Jo Trigg Chair, Pat Barker, Margaret Howard, Stewart Palmen, Colin Kay Secretary, Meg Aubrey CEO.	
1.	Apologies and Declarations of Interest Apologies Verena Buchanan, George Brown, Alison Jones Tracy Sullivan, David Whewell No interests declared.	
2.	Approval of the minutes 8th July 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"> • Charity Commission website. The issues raised by DW have been addressed and any errors corrected. • One Drive- papers were sent via an email link. This was welcomed. Minutes from the meeting will be circulated in the same way. JT suggested that Trustees should have access to previous meetings papers as well and this was agreed. 	
4.	Covid <ul style="list-style-type: none"> • The subgroup has not met because each of the settings are so different. • Geoff Downton has done a complete review of risk assessments for all buildings and activities. • Main changes <ul style="list-style-type: none"> ○ Masks are now discretionary but will be worn if visitors request this. ○ Social distancing continuing. ○ Regular cleaning continuing. ○ Only staff able to use toilets. ○ Ventilation of all spaces. It is important that staff realise the importance of ventilation as evidence now suggests the virus is airborne rather than spread via surfaces. 	
5.	Financial Report & Staffing Finance <ul style="list-style-type: none"> • MA Circulated a 2-year budget which shows TF not in the red until October 2022. • Taking payroll in house. It is better because Xero is an integrated system and will enable Sian Watt (SW) to manage finances more effectively. If SW is not available Debs McClean (DM) will manage it. • Currently operating community programme and youth programme will add to this the neighbourhoods programme with the recruitment of a Neighbourhoods Officer to start in April 2022 on 0.8. Selwood have agreed in principle funding of £10,000 per year for 3 years. The Community Foundation have invited us to bid for £5,000 for 3 years from their main grant and to look for a funder to provide an additional £5,000. • JT asked if the Lottery would have a problem with us not beginning to spend on this until April as the funding is from February. MA to check. • Lottery Funding Manager visiting on 01.10.21. Will attend the Kindness Café at Seymour. Might also be a chance to meet Trustees. MA to confirm. • Longfield Portacabin. In view of situation with the Community Centre which is unsuitable it seems best to proceed with this. Selwood have offered £10,000 towards this. MA has found an appropriate space which is owned by Wiltshire Council. Need to gain permission from WC and planning permission and then 	MA MA

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	<p>make a bid to the Area Board. The planning department is understaffed and struggling. JT to explore with them best way forward and timescales.</p> <ul style="list-style-type: none"> • ESOL sessions at the Town Hall. Gemma Novis has set this up and have asked TF whether they would like to coordinate it. there is funding for 1 day a week. There was a discussion about whether this would be a strain on TFs capacity and whether it was a distraction from priorities. It was agreed MA should explore the situation and report tom the next meeting. <p>Fundraising</p> <ul style="list-style-type: none"> • Pamela Walden Woods (PWW) of Community Team has offered to do some fundraising. • CK application to the Tudor Trust rejected. Garfield Weston Application in but takes 4 months. Henry Smith next. • MA waiting for the result of her application to cover the shortfall. • MA felt that there were lots of funding opportunities coming up, but TF needed to focus on unrestricted funds to cover core costs. <p>Website</p> <ul style="list-style-type: none"> • DW in discussion with ZM about redesigning this. <p>Staffing</p> <ul style="list-style-type: none"> • SW had made an enormous difference. • PWW working well at the Hub. • Youth Staffing- sessional workers remain an issue. new appointments including a parent, but their mother is now ill. The secondment from Selwood via the Kick Start programme is isolated awaiting the result s of a PCR test. An experienced youth worker has resigned. There are 2 potential new recruits, but they wish to settle into their new jobs first. So any support from Trustees in the next few weeks would be useful. DM wants to change the deployment to move to a carousel, so youth workers work at different locations. This would be good for them and for young people. This was welcomed by the Trustees. 	JT
6.	<p>Youth Report DM has produced an annual youth report will be asked to produce a bimonthly one</p> <ul style="list-style-type: none"> • Kindness Card has been a great success. • Issues with Longfield because of the nature of the hall. Currently doing detached work with the same young people. Important for young people to know there are consequences to poor behaviour. • GB worked with DM to develop group mentoring. John of Gaunt interested in more mentoring. In discussion with Help Counselling about a possible joint bid. 	
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 • A massive amount being achieved. 	
8.	<p>Policy Review MA</p> <ul style="list-style-type: none"> • MA circulated revised policy register. • GB will pick up safeguarding. 	

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	<ul style="list-style-type: none">• DM happy to do risk assessments.• Geoff Downton to cover buildings,• SW to be asked to cover all areas where there are gaps. At the very least she can present drafts to Trustees.	
9.	Strategy Review <ul style="list-style-type: none">• MA has circulated notes from strategy day.• Now need to use the discussions to refresh our strategic plan. MA to meet with DM, ZM and those trustees who volunteered to be involved.• Key priorities of the year<ul style="list-style-type: none">○ The launch of the Neighbourhood programme○ Portacabin for Longfield○ Sustaining our current level of activity○ Securing sufficient resources	
10.	Safeguarding <ul style="list-style-type: none">• No safeguarding issues in the last 2 months.• GB has become Safeguarding Trustee and working well with DM.	
11.	AOB <ul style="list-style-type: none">• MH pointed out that the Gannett Foundation bid will be through nomination, so we need to persuade local people to nominate us.• MH also asked whether the work TF does at the Hub might make us eligible for NHS funding. MA has a meeting with a social prescribing to investigate this.	

Further meetings all starting at 4pm
Thursday 11th November 2021
