

MEETING MINUTES

Thursday 8th July 2021 16.00 via Zoom

		Actions
	<p>Present Jo Trigg Chair (JT), Colin Kay (CK) Alison Jones (AJ) Meg Aubrey (MA) Verena Buchanan (VB) George Brown (GB), David Whewell (DW) Stewart Palmen (SP) Debbie McLean (DM)</p> <p>JT welcomed GB.</p> <p>GB introduced herself and outlined her experience and her role as EDI Coordinator at Bath University.</p> <p>GB was unanimously approved as a Trustee.</p>	
1	<p>Apologies and Declarations of Interest</p> <p>Apologies Pat Baker (PB) Margaret Howard (MH) Liz Gifford (LG) Tracy Sullivan (TS)</p> <p>No interests declared.</p>	
2	<p>Youth Report</p> <ul style="list-style-type: none"> • DM had circulated a report and attended the meeting to present it. • Studley Green <ul style="list-style-type: none"> ○ Junior club developing well 13/14 young people ○ Seniors developing slowly ○ Drop-inn on Thursdays going well with 10 young people coming for hot chocolate. • Seymour both sessions going well. Older students reluctant to leave. It would be good to have some sessions with Trustees or others to widen their horizons. • Longfield is most challenging at them present owing to issues with the space and the needs of the young people. • GB offered to do some mentoring. DM welcomed this. TF receiving lots of demands for 1:1 mentoring from those who would not attend youth sessions. TV has done mentoring training with Youth for Christ and will start soon, but there is a demand we cannot meet. • GB asked if TF uses Tic Toc. DM responded that time pressures meant we are only using Facebook and Instagram. GB said there was a really good anti-racist trainer on Tic Toc. • DW asked how DM's Diploma was going and whether she was able to write reflectively. DM responded that it was okay although given her experience she found it a bit basic whereas TV was finding it more useful. The issue was fitting it in. • JT asked about the kindness card. DM responded it was going really well on Seymour and Studley and they were about to launch it on Longfield. She was hopeful about the coach. • JT acknowledged that staffing was challenging at present for a variety of reasons. DM asked any Trustees to help out if they could. 	
3	<p>Approval of the minutes 20th May 2021</p> <p>Minutes approved JT to sign and post on the website.</p> <ul style="list-style-type: none"> • DW raised a concern that the information on the Charity Commission website suggested that TF could not enter into leases or own property. JT checked constitution to clarify tht TF is able to do both these things. MA to correct the information on the charity Commission website. 	<p>JT</p> <p>MA</p>
4	<p>Review of actions from previous meeting and matters arising</p> <ul style="list-style-type: none"> • One Drive <ul style="list-style-type: none"> ○ Ma will place Board minutes and papers there so in future Trustees will e sent a link to it rather than an email with attachments. 	<p>MA</p>

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	<ul style="list-style-type: none"> ○ DW asked if policies could be placed there as well as Trustees would need to access the ones they were reviewing. ○ VB asked that there be a separate file for policies needing review. MA to organise ● Purchasing Policy. The only change was an increase to the levels of delegated spend which was unanimously approved. ● EM's replacement. Pamela Waldon Woods had been appointed. She had enormous experience and had already been volunteering so understood the Hub and would be a great asset. ● Policies dealt with under item 8. 	MA
5.	<p>Covid</p> <ul style="list-style-type: none"> ● Following National Youth Agency guidelines. ● MA proposed setting up a subgroup of trustees to make decisions about how to operate once the government issued regulations for post 19.07. They would need to consider <ul style="list-style-type: none"> ○ How to interpret this for the youth and community settings ○ PPE ○ Safe operating numbers ● It would be really important to have clarity, so staff feel supported and young people and clients know what to expect. ● DW and SP volunteered to join the group. MA to arrange. 	DW/SP/ MA
6.	<p>Financial Report & Staffing</p> <p>Finance</p> <ul style="list-style-type: none"> ● MA presenting for TS. Finances are healthy until February 2022. MA has reviewed budgets, and none are either over or under expectations. <p>Fundraising</p> <ul style="list-style-type: none"> ● Raised £1,500 for youth materials from companies looking to donate against their social responsibility commitment. There may be other local companies interested in doing that. The funds for the kindness card will need topping up. ● Preparing bids for the Area Board for the LYN (Local Youth Network) and for Health and social Care. ● Fundraising to focus on covering core costs not on new projects. <p>Staffing</p> <ul style="list-style-type: none"> ● Finance support was unable to stay. Have appointed Sian Watts on a temporary part time contract for 3 months. By September it will be clearer what we need and can afford. SW has been brilliant putting everything on Xero and linking it to the national Lottery reporting. 	

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	<ul style="list-style-type: none"> The recruitment of PWW also really strengthened the team. MA investigating an Awards for All bid for a youth apprentice. This would give us more capacity and an opportunity for the local community. 	
7.	<p>Report on Community Hub (Report circulated)</p> <ul style="list-style-type: none"> No questions JT commented on the collection of data. MA responded that Bath University would carry out an evaluation form the National Lottery. They had visited once to look at TF's approach and would give advice on how to refine and improve this. 	
8.	<p>Policy Review MA</p> <ul style="list-style-type: none"> MA had not yet recirculated the Policy list. She is working with SW to go through it and decide what was essential and what was not. It is important policies are used and not just there. Essential to know which ones need regular updating. Hopes to circulate list on the strategy day. DW the implementation of policies needs to be evidenced. VB support this suggesting there needed to be a paper trail. MA is part of a peer mentoring group. She will ask advice from them on this. 	
9.	<p>Governance</p> <ul style="list-style-type: none"> CK had circulated amended annex in order to set up a Resources Committee. Scheme of delegation set out where decisions would be taken. AJ asked that communication be given greater prominence it could be included with fundraising. The proposal was unanimously agreed. VB asked that the Chair report to each Trustees meeting on the meetings of the Resources Committee. 	
10.	<p>Strategy Day</p> <ul style="list-style-type: none"> This would be 13.00 to 17.30 on 22.07.21 at the Hub at John of Gaunt. All are able to attend apart from GB and MH. It is an opportunity to review the Strategic Plan drawn up in 2019 at the time of the bid to the National Lottery and set the direction for the next 3-5 years. An exciting opportunity. JT will send out information about the day next week. GB to send her comments on the papers. 	
11.	<p>Safeguarding</p> <ul style="list-style-type: none"> The relaxation of lock down has revealed the extent of the issues young people have had to face during the pandemic. This has significantly increased the number of safeguarding issues being dealt with. Many young people come because they TF spaces as safe for them. Concern was expressed about the wellbeing of DM and ZM. Both have regular clinical supervisions. DM also has regular meetings with TS the safeguarding Trustee. For ZM dealing with vulnerable adults the support and referral systems are less clear. VB to check what systems Selwood use. CK had recently attended a conference on dealing with trauma induced behaviour. WC had invested significant resources in supporting their staff. CK had raised the issue that small charities like TF do not have the capacity to do this. 	



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	The WC person had said they would see what support WC could offer to small charities. CK to follow this up.	
12.	AOB <ul style="list-style-type: none">• Through the Trowbridge Child Wellbeing Partnership CK was working with KCA (KCA are Kate Cairns Associates now called Knowledge Change Action training who have been working with Wiltshire Council to develop this training,) to develop light touch training for dealing with trauma induced behaviour. There would be a 2-hour face-to-face pilot in the autumn. The approach would be based on case studies. CK invited any Trustees who wanted to attend to let him know and also to let him examples of real-life interactions that could form the basis of case studies. JT wishes to attend.• JT mentioned a scheme being developed elsewhere in Wiltshire under which a charity paid the interest on small debts for people in need to help reduce the burden. It was not appropriate for TF to take on this role, but she was interested if there was an organisation in Trowbridge that could.	

Further meetings all starting at 4pm

Thursday 16th September 2021 and AGM

Thursday 11th November 2021
