

Trowbridge Future

MEETING MINUTES

Thursday 21st January 2021 16.00 via Zoom

	Present Jo Trigg Chair (JT), Colin Kay (CK) Stewart Palmen (SP) Bob Brice (BB) Tracy Sullivan (TS) Hayley Bell (HB) Alison Jones (AJ) Meg Aubrey (MA) Verena Buchanan (VB) joined later.	Actions
1	Apologies and Declarations of Interest Apologies Pat Baker (PB) Margaret Howard (MH) No interests declared.	
2	Approval of the minutes of 12th November 2020 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"> • Studley Green Portacabin. Had a burst pipe which has caused some damage and needed mending. Some of the fittings have had to be redone. Silcoa have been excellent. The road side of the Cabin has begun to fade needs to be redone in appropriate paint and tidied up. Community have engaged with the project although some are concerned it may cause more anti-social behaviour. MA keen to work with the Community Centre, football club and bike track to develop the potential of the area. HB's development of the MUGA should help this. • Funding log. MA circulated it after the last meeting, but it needs to go out before each meeting. • Gift Aid. All the paperwork has been completed. ZM checking to see if we have registered. 	MA ZM
4.	Covid implications of the third lockdown <ul style="list-style-type: none"> • Because of the timescale and process off informing TTC of furloughing have kept all staff working but now may need to furlough casual staff because there are no face-to-face sessions. • DM and ZM excellent at reading the guidance. TS has supported them by reviewing risk assessments. • Can pull together a small group of Trustees to discuss issues quickly if this is needed. • VB it is important communication to staff is clear, thorough and timely. 	
5.	Financial Report & Staffing Finance <ul style="list-style-type: none"> • Cashflow shows a positive balance to end of the financial year. • Draft budget presented for 2021-2 • MA felt it would be useful to have a contingency budget 	



MEETING MINUTES

Thursday 21st January 2021 16.00 via Zoom

	<p>for unpredicted expenditure. MA to consider what this should be.</p> <p>Fundraising</p> <ul style="list-style-type: none">• Successful application to the Charities Aid Foundation £12,000• £100 in kind from Asda to create Wellness packs for distribution.• Town Council annual grant of £10,000 has been agreed• SP to follow up £1,000 for Seymour Hub. <p>Staffing (MA left the meeting for this item) In view of the grant from the National Lottery that provides longer term stability it was agreed</p> <ul style="list-style-type: none">• To put all staff except casual ones on permanent contracts.• To adopt National Living Wage for all staff as the minimum. Trustees felt it was important for TF to behave ethically in this area.• DM and ZM to receive an appropriate increase taking into account inflation etc.• MA to become Chief Executive on an appropriate salary based on benchmarking against similar roles with a 3 month notice period. Confirmation that moved to 24 hrs from 16 hrs on 1st Jan 2021• DM's and ZM's JD's to be reviewed against their current roles. DM and ZM to have 2 month notice period.• The National Lottery had also provided some money specifically to support financial management. <p>There was some financial risk involved in making these changes, but this has been carefully considered and will be built into the fundraising strategy.</p>	SP
6.	<p>Youth Report (Detailed report attached circulated)</p> <ul style="list-style-type: none">• DM had circulated a very detailed and through report which was extremely helpful and much appreciated.• JT wondered whether as the National Lottery has asked to see these reports perhaps it might be best to consider omitting the safeguarding and staffing sessions in future and include more easily visible metrics. MA to discuss this with DM.	MA



MEETING MINUTES

Thursday 21st January 2021 16.00 via Zoom

7.	<p>Report on Community Hub (Report circulated)</p> <ul style="list-style-type: none"> • ZM has again produced a very thorough report. • As with the Youth Report above since the National Lottery has asked to receive copies of this consideration needs to be given to modifying it. MA to discuss with ZM. 	MA
8.	<p>Policy Review MA</p> <p>The following policies were approved</p> <ul style="list-style-type: none"> • Adoption Leave • Compassionate Leave • Emergency Leave • Maternity Leave • Paternity Leave • Shared Parental Leave <p>MH had raised a point about Page 1 paragraph 3 whether it would be better to use 'appropriate officer' rather than Chief Executive as that job title might continue to change. This was felt to be a good point.</p> <ul style="list-style-type: none"> • Sickness and Absence Policy <p>JT pointed out that there was a change in the entitlement to bring TF in line with charities of its size rather than TTC. The policy sets out the minimum and Trustees would use their discretion</p>	<p>SP</p> <p>JT/MA</p>
9.	<p>Governance</p> <ul style="list-style-type: none"> • The Annexe <ul style="list-style-type: none"> ○ It was agreed there should be no members at this stage ○ Subcommittees. MH suggested apart from finance, time limited working groups rather than subcommittees. It was decided not to create any specific subcommittees or working groups at this time but to revisit this. ○ Specific trustee roles <ul style="list-style-type: none"> TS agreed to act as Treasurer until someone accounting expertise could be recruited. VB took on Health and Safety. CK agreed to take on safeguarding but this was later changed to TS. • CK to amend and circulate with the minutes. • Trustee Handbook, Code of Conduct, Promise and Declaration of Interests were all approved. • The Trustee Recruitment Pack was agreed, and it was 	CK

Trowbridge Future

MEETING MINUTES

Thursday 21st January 2021 16.00 via Zoom

	<p>decided to begin recruitment with the announcement of the National Lottery grant. All Trustees to think if they knew anyone, they could approach who would be suitable.</p> <ul style="list-style-type: none">• Will form sub group to consider the recruitment actions – MA, JT, AJ	<p>All</p> <p>MA/JT/AJ</p>
10.	<p>Safeguarding</p> <ul style="list-style-type: none">• MA updated the meeting on the safeguarding issues DM was dealing with some of which were also outlined in detail in her report.	
11.	<p>AOB</p> <ul style="list-style-type: none">• JT explained that TF has joined the National Council for Voluntary Organisations (NCVO). Trustees could access support and information via the website.• The meeting ended as it had begun by wishing BB a very happy birthday.	

Further meetings all starting at 4pm

Thursday 18th March 2021

Thursday 20th May 2021

Thursday 8th July 2021 AGM

Thursday 16th September 2021

Thursday 11th November 2021
