**BF Committee**

**7th September 2020**

**at the Brighter Futures, 34 Wellington Road, Rhyl.**

**Minutes**

**Present**:

David Hampson

Jayne Jones

Katy Park

Jade Wilkinson

Shane Owen

Jamie Owen

**Apologies**:

Nigel Moores

Kellie Bowen

**Matters arising:**

# Current post for caretaker discussion, review application and CV, decision to formally offer post subject to DBS and 2 references, start date provisionally set for 14th.

# Discussion on how to run an AGM with social distancing ect, agreed to continue with AGM, limiting numbers to a maximum of 10 to attend in person, priority focus needs to be committee election, annual accounts approval and proposed constitutional change to fit CIO model. Provisional date 5th October at 5pm.

**Personnel (staff and volunteers).**

# Caretaker post agreed, awaiting references and DBS check prior to start.

# Volunteer Policies and Procedures are to be reviewed through Sept, drafts of each will be emailed to each other towards the end of the month for review. All staff and volunteers will be sent a policy each month to informally check over, any proposed changes will be highlighted in red within each document and discussed at each committee meeting.

# Courses booked for financial management and committee skills, JJ & KP will support members to complete these by the end of the month, new courses can be ordered if committee changes at AGM.

# BDS check for JJ has been completed, all others required are being processed.

# Staff holidays accrued over lock down and unused leave from last year have been rolled up and paid for, this will ensure minimal leave taken during restart and over the next quarter.

**Financials**

# Please see attached finance report( August finance report)

# Various grant funding options discussed to develop a new funding plan for 20 - 21.

# New grant approved by CFIW for covid and new application gone into KWT Nature for the yard to become a nature and food growing area, decision due on or around the 15th.

# Salisbury Accountants have confirmed 19-20 annual accounts should be ready within the next few days, a copy will be forwarded to everyone once it is received in preparation for the AGM.

# New signatory to be added to the bank (JJ) then MM removed asap.

**Safeguarding, Health & Safety**

# V4 of Covid19 risk assessment now complete, copies are in dropbox to download, a review will also be supported by Adrian Townsend as part of the full H&S policy review. Risk Assessment training has also been updated on the training matrix.

# New Safeguarding poster has been printed and laminated, KP and TJ putting them up throughout the building.

# H&S Policy review to be undertaken by Adrian Townsend from QTS later this month along with the FRA review.

# The new internal front door has been fitted fitted and maglock adjusted, new reset keys arrived for the override and are in the key safe (office).

# Discussion around cleaning / disinfection longer term, SO to feedback through email with potential ideas and costs.

# Refresher CP training to be booked for JJ and KP this month.

**Building matters**

# Women's Toilet seat replaced as was loose.

# All covid safe measures are now fully in place, cleaning rotas are working well so far.

# Building caretaker is needed asap to take weight from staff and volunteers.

# New kitchen side room has been created to better stored, new kitchen units required, need to try and find funds to replace at least the doors and handles.

# Fareshare are visiting tomorrow to look at the kitchen and discuss any COVID requirements/support needed.

# New flooring will be fitted into the craft / meeting room tomorrow, WS will hopefully recover the old chairs and MS will sand and restore the conference desk, we are still trying to sort out collection of the new smart board and wiring, once done the room should be complete.

**Any other business**

# New style staff reports, a new template is being worked on, draft will be emailed to everyone asap for review, primarily to lessen paperwork for staff.

# Forms have been submitted to Natwest to change signatories, should hear back from them by Friday.

# JJ and KP have ordered new top with the new logo attached/printed on and will work with members to create new volunteer tops.

**Next meeting**

# Next Meeting potential AGM set for 5pm 5th October 2020, should this not be able to take place, revert to 12.30 on the same day for standard meeting.