**BF Committee**

**18th July 2020**

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

**Minutes**

**Present**:

Brian Penney

David Hampson

Jayne Jones

Katy Park

Shane Owen

Kellie Bowen

Stephen & Geraldine (guests)

**Apologies**:

Nigel Moores

Jade Wilkinson

Jamie Owen

**Matters arising:**

# New committee folders – all members no longer required to use the printed folders, everything is now online in the business dropbox that can be accessed from anywhere.

# Current post of caretaker is now vacant, no action as yet to fill this post, Shane will contact SMF in Aug/Sept to look at reappointing as the building comes back into use.

# Works on the building continuing, internal works expected to be complete in early August (excluding music room) which will be a project for the women’s shed.

# Arrangements have been made to undertake additional cleaning / disinfection weekly going forward.

**Personnel (staff and volunteers).**

# Geoff’s post is vacant, Katy is on Furlough until Aug.

**Financials**

# Please see attached finance report (June finance report)

# Need to look at monthly finances being audited externally rather than relying on volunteers, approach to JV Banks and Salisbury Accountants made, Shane to feedback on costs involved.

# CFAP capital request is being drafted, hopefully this will be ready for review next week..

# Need to bid to TNL for additional funds to restart youth activities.

# Missing statements, receipts and paperwork from the office, Geoff reported he taken them, asked for them to be returned, not returned as yet. Jayne, Katy and Shane started a full review of all finances and internal audit check, almost complete, maybe another week, will be emailed to everyone shortly.

**Safeguarding, Health & Safety**

# COVID risk assessments done (2 done) one prior to re-opening, and one for projects when live, copies attached and discussed.

# Fire drill was conducted by everyone and Wyn Electrical due today to work on EM and upstairs.

# H&S Policy review is due next month, this might have to wait a few weeks more.

# Fire extinguishers being serviced this month new extinguisher fitted upstairs.

**Building matters**

# New disabled access toilets are almost complete and should be usable by early next week, just waiting for RD to plumb it.

# New leak in roof found, Dave and Neil tried to look today, but seagulls chased them away, will retry in a few weeks once babies have grown.

# Fire door was sticky, Neil repaired the lock.

**Any other business**

# N/A

**Next meeting**

# Next Meeting 4th August 2020 at 12.30