

Minutes of the Brighter Futures Trustee Meeting

Held in person at: Brighter Futures premises, Wellington Rd, Rhyl.

Date:	7th March 2023 16:00 – 20:10
Trustee Attendees:	Simon Poole (SP), Caroline Allen (CA), Ken Lewis (KL), Julie Simmonds (JS) (Minutes), Jamie Owen (JO)
Invited attendees:	Shane Owen (SO), Stephen Johnson (SJ), Katy Park (KP), Jayne Penney (JP)
Apologies	
Item 1:	<p>Update on projects</p> <p>JP, SJ & KP provided an update to the trustees on projects, activities and building works, numbers seem to be leveling out which will be helpful, numbers need to be monitored to look for trends, it maybe that more staff are required, however more volunteers should be a priority.</p> <p>ACTION: JP (and other staff) to sign up the 'soft' volunteers where possible with a view to supporting projects.</p> <p>ACTION: SJ & SO to monitor the building use spreadsheet and ensure data can be easily extracted for reviewing.</p>
Item 2:	<p>Training</p> <p>Although all staff have completed core training in Jan, opportunities for CDP are available thanks for a small underspend, A new training plan for 2023 is completed and staff will be encouraged to undertake additional training later in the year.</p> <p>Volunteers training needs to be pushed forward this year, JP and SJ will need to support volunteers with training, this is mainly in the areas of, food hygiene, PATT testing and Workshop Safety / PUWER and Abrasive wheels. A small budget for courses is available, SJ to talk to the RMS guys asap.</p> <p>A new minimum standards for employees will be introduced later in the year, employees will be offered all training courses required by the summer to meet these standards prior to them being adopted.</p> <p>NSPCC training for trustees is online and set up ready to go, all Trustees will be resent a link.</p> <p>Team building at the use your loaf went well, everyone enjoyed this and opportunities to encourage more members to attend should be done through all projects by staff.</p>
Item 3.	<p>Finances:</p> <p>Finance report passed around, its felt generally the new format is still too complicated and needs to be simplified in its presentation while ensuring that</p>

	<p>should questions / further detail be needed, that can be extracted from the accounts separately.</p> <p>ACTION: All staff to look at options before the next finance report</p>
Item 4	<p>Health & Safety: SO is working with QTS (Adrian Townsend) to complete an external audit, this includes a review of our H&S policy, Fire Risk Assessment and guidance review, this should be completed by the end of March and recommendations will be emailed out when completed.</p> <p>Once the reviews have been finalized, recommendations made and remedial works / actions completed, all risk assessments for the building and projects will be reviewed, this might not happen until the summer, unfortunately timescales are difficult to predict until the reviews are completed.</p> <p>ACTION: SO to update trustees before the end of the month.</p>
Item 5	<p>Building update The ASHP is being installed this month, S explained that our electricity bills will increase, however we will have zero gas charges or the need to pay a standing charge as the supply will be cut off. Works on the external fabric have been completed by BP, these will assist with weather proofing as the building is soaking up rain water under the windows.</p>
Item 6	<p>Connected Communities – The first few meeting of CC have taken place, all agreed this could be really useful and that meeting with so many other groups was very useful. Notes from these meetings need to be distributed to the trustees and team emails in the future.</p>
Item 9	<p>AOB – AXA health Care plan information to be resent to all staff by email.</p>
Item 10	<p>Date of next meeting – TBC (23rd May)</p>