

Brighter Futures Trustee Meeting Minutes

Date: Tuesday, 5th August 2025

Time: 17:00 – 18:25

Location: Online (Microsoft Teams)

Present

- Shane Owen
- Tim Jones (Minutes)
- Ken Lewis
- Julie Simmonds
- Caroline Allen

Apologies

- Simon Poole
 - Jamie Owen
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Meeting Summary

The meeting began with a screen sharing demonstration on how attendees can join online meetings via their Outlook calendars. Julie mentioned ongoing difficulties accessing her *julie@brighterfutures* email address. Shane mentioned we can use Quick Assist and will contact Julie to arrange a session.

The screen share was again used to share the meeting agenda, this is a new method for enhancing virtual meetings being trailed. Trustees proceeded through the following items virtually:

Agenda Items

1. **Funding**
 - Several funding applications are now open, and Shane will begin applying with the staff team.
 - Awaiting outcome from a DVSC application regarding building updates. Result expected in a few weeks due to delays.
 - Shane expressed concern over the competitiveness of the process which we had tried to avoid, and that previously SPF/Key Funding hasn't been fairly distributed, nothing can be done about this until community / voluntary groups collaborate better.
2. **Solar Inverter**
 - A faulty part was identified and a replacement part requested; a full replacement inverter (expensive) was sent by the manufacturer.

- Shane is uncertain about the next steps, we will contact Will Eccles for advice.
- 3. **EPC (Energy Performance Certificate)**
 - Building rating has improved from G to A.
 - Achieving net zero is an option by conducting a air tightness test and installing water heating solar, Shane advised this is not cost-effective at this stage simply to obtain a “badge of honour” that wouldn’t actually decrease our costs or significantly impact environmental change.
- 4. **Security**
 - A new automated alarm system is now linked to CCTV.
 - Circa £15/month cost; data is saved and recoverable online.
 - Three cameras installed (main room, kitchen, storeroom); more will be added gradually as funds allow.
- 5. **ICT**
 - All staff have received laptops; password issues (remembering them) are being addressed.
 - New procedures and task lists are in place for staff using Microsoft ToDo.
 - The IT room is operational, and fully updated.
 - Conwy Fleet website is live and the BF website continues to be updated monthly.
- 6. **CADP (Community Activities & Development Programme)**
 - Tim shared information about summer activities, weekly events, and a calendar for local families and communities.
 - A small number of groups are signing up to a new MoU which could grow over time, but it a good first step commitment to collaborating.
 - Shane provided an update on the Funders Summit in October.
- 7. **Project Updates**
 - Monthly reports are being sent to both individuals and the trustee email.
 - Julie is still unable to receive emails (this effects accessing online reports). Reports are also stored on OneDrive with instructions provided on accessing these (but to do so people must be logged into Microsoft accounts).
 - Shane to review report accessibility, Trustees felt going back to postal wasn’t worth the time/expense.
- 8. **Health & Safety**
 - Most policies have been updated.
 - The Safeguarding Policy was reviewed and updated by Suzanne (WCVA) with only one area of work to be looked at around upcoming changes to regulated activity.
 - Fire Risk Assessment: one outstanding issue remains, expected to be resolved soon and the assessment will be reviewed.
- 9. **Misc – The Fore Funding**
 - An invitation to apply for a 2-year funding grant was received.
 - Considering a leadership/management role; the role may need adjusting to meet funding requirements and must assist with transformational change.
 - Ken volunteered to assist with the application, Shane will send info to everyone in the Chat.
- 10. **Clwyd Alyn – Green Community Space**
 - A proposal has been submitted to take over a green space at the bottom of Princess Street.
 - Awaiting a response.
- 11. **Funders Summit**

- Date moved from 7th October to **Thursday, 9th October** to accommodate the First Minister.
- The summit aims to allow the community—not the council—to decide priorities and work together to support our community, this compliments everything BF envisions so we are supporting its progress.
- Details of attendees discussed; council will be invited at a later stage.

12. Foryd Centre

- Shane completed an initial due diligence review and found discrepancies between Fiona's figures and actual accounts that are published online. Shane advised should we formally be requested to take on the project that Trustees would need a full meeting dedicated to just this topic and updated financial information from the Foryd before making a decision.
- More information is needed; no immediate action required, wait to hear from Fiona.

13. Annual Leave – August Closure

- Staff raised the possibility of a building closure in August (as in the previous year).
- Julie and Shane suggested a team discussion and vote.
- Tim explained this had been mentioned due to the short notice of the building closure the previous year.

14. Lottery Funding Application

- Discussion around submitting a joint bid (rather than multiple small ones), focused on youth.
- Shane will circulate documents. BF would potentially employ a coordinator for the project with groups using their skills to focus on specific areas of work and feed into a wider benefit for Rhyl.
- Early-stage discussions: partnership agreements would be needed; this could be built over time following more discussion with other groups.

15. Conwy Fleet

- Minibus delivery delayed again. Hopefully arrive next week (13th).
- Our model is being used by CTA UK to develop templates for other communities across the UK.

16. Audit Group – Rhyl Town Board

- Other towns in Wales have attempted similar initiatives with limited success.
- A meeting is being arranged to discuss challenges and solutions and share experiences.

17. Clear Hold Build

- Shane gave an overview and suggested how Brighter Futures could support.
- Documents to be shared for review.

18. Handover – BCT & DVSC

- A contingency plan is being developed, including a task/responsibility list using support provided by BCT and DVSC.

19. MOU (Memorandum of Understanding)

- Partner groups have agreed to sign an MOU to strengthen collaborative relationships.
- No concerns raised by partners.

20. Any Other Business (AOB)

- Julie requested specific documents discussed during the meeting.
- Shane highlighted concerns about the bakery (based on March 2024 data).
- Ken suggested a dedicated meeting if further involvement is requested.

- Shane confirmed if bakery funding fails, decisions may need to be made within weeks.

Meeting Ended: 18:25
