

## **BF Committee**

**11<sup>th</sup> January 2021**

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

### **Minutes**

#### **Present:**

Jayne Jones  
Katy Park  
Shane Owen  
Jamie Owen

#### **Apologies:**

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#### **Matters arising:**

# Current post for caretaker discussion, review application and CV, decision to formally offer post subject to DBS and 2 references. Slight changes to workplan made to assist with building care.

# Lockdown update, Tier 4 remains in place and therefore group projects are still unable to run, however emergency mobile projects and training to continue where required.

#### **Personnel (staff and volunteers).**

# Caretaker post filled.

# Volunteer Policies and Procedures are being updated again, all to attend sessions with WCVA on safeguarding as they arise through the start of the year.

# Courses booked for new / additional needs being identified including ACE's and mental health support.

# BDS check for KP required in Feb.

# Staff holidays have reset, review/monitoring required on the best way to use these with lockdown in effect.

# All new individual training courses have been booked, groups CP training to be undertaken in Feb, separate from refresher training.

#### **Financials**

# Please see attached finance report (Dec finance report)

# Various grant funding options discussed to develop a new funding plan 21 short-term, no point at this time looking longer term, main focus on immediate needs.

# New grant application to SMF to help with building purchase cost to go in alongside WG bid.

### **Safeguarding, Health & Safety**

# V4.1 of Covid19 risk assessment now completed to reflect tier 4, copies are in Mega to download, a review will also be supported by Adrian Townsend as part of the full H&S policy review as lockdown restrictions change again.

# Child Protection training to be updated this month (full team) and PATT training arranged for Kellie and Stephen.

# Discussion around cleaning / disinfection longer term, unable to fund this separately, continue with staff completing the work.

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

### **Building matters**

# Women's Toilet flooring requires attention.

# Allotment work is progressing well, planting should start in Feb/Mar.

# Fareshare needs to be contacted regarding fresh items, JJ to contact them..

# New flooring will be fitted into upstairs music room and first fix electrics are to be fitted next week.

# Building report reviewed and actions agreed.

### **Any other business**

# JJ and KP to order new tops and PPE for SJ.

### **Next meeting**

# Next Meeting is set for 5pm 1<sup>st</sup> March 2021, should this not be able to take place, revert to 12.30 on the same day for standard meeting. (if groups are not running)