

Minutes of the Brighter Futures Trustee Meeting

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

Date:	5th December 2023 16:00 – 19:20
Trustee Attendees:	Simon Poole (SP), Caroline Allen (CA), Ken Lewis (KL), Jamie Owen (JO), Julie Simmonds (JS) (Minutes)
Invited attendees:	Jayne Penney (JP), Katy Park (KP), Shane Owen (SO),
Apologies	
Item 1:	<p>Updates:</p> <p>JP provided an update to the trustees regarding the Christmas Float. Final preparations have been completed and the team are ready.</p> <p>JP provided an IIV update to the Trustees, all works required to date are now fully complete.</p> <p>SO explained the works that will be conducted during the closedown, works are to refresh the building and basic maintenance / safety improvements. Once complete an email will be sent out to confirm all actions/</p> <p>KP provided an update on the Winter Warmer sessions, these will be continuing into the new year (expected to end in April 2024).</p> <p>ACTION: No actions required</p>

Item 2	<p>Monthly Reports: All monthly reports had been sent out via email prior to the meeting, JP and KP provided a quick overview of each. SO provided an update on current funding applications and opportunities for 2024.</p> <p>ACTION: SO to review the format of monthly reports with the aim to slightly shorten these, ideally 2 sides on A4 maximum, and a few pictures of our work/groups (templates will be sent to all employees in January) SO will email TJ (Tim Jones) to be asked to modify the monthly finance reports into a more compact layout.</p>
Item 3.	<p>IT System: Discussion on existing systems and challenges, SO explained that the IT systems all required upgrades and servicing which is hopefully to take place during the closedown.</p> <p>ACTION: All employees and volunteers to return laptops and tablets to the building prior to closedown and leave them in the office with passwords written on a post-it note to servicing.</p>
Item 4	<p>Training: JO provided a copy of the current training record, new / refresher training is being booked for the team to complete in the first week of January.</p> <p>ACTION: SO and JP to link up to order courses for January and to make contact with WEA to enquire about the possibility for Youth Work training in 2024 for employees and volunteers.</p>
Item 6	<p>End of Year review – An open discussion around the progress to date was planned but time had run out, this will be an agenda item for the first meeting in 2024.</p> <p>ACTION: KL to add an agenda item to the next meeting.</p>
Item 9	<p>AOB – all trustees thanked staff and volunteers for their hard work and wished them luck with the upcoming Christmas events.</p>
Item 10	<p>Date of next meeting – (6th Feb at 17.00)</p>

DRAFT