

**BF Committee**  
**11<sup>th</sup> January 2022**  
**Virtual Meeting**  
**Minutes**

**Present:**

Caroline Allen  
Julie Simmonds  
Jayne Jones  
Katy Park  
Shane Owen

**Apologies:**

Simon Poole  
Jamie Owen

**Matters arising:**

# The meeting has been held using Microsoft teams. Everyone is now comfortable with using this as required, all trustees have work tablets that can be used from home to connect if they have WiFi.

# Following discussion with Carole from ITV, staff are looking to run a slow cooker scheme, linking with local food banks we would be able to distribute new and refurbished units to those attending / using the food banks. Caroline will research and arrange for recipes to be printed to go with the units, Steve and Brian will take on any PAT testing and inspections, Jayne will advertise on FaceBook for Donations.

The building would greatly benefit from a lift being installed, this has been looked at in the past but was too expensive to arrange, Shane is tasked with looking at this again and reporting back to trustees.

# Funding for our Kickstart post is now secure via WCVA for both admin and Catering, Katy and Jayne will take on day to day support and Julie will try to incorporate them into the monthly supervision sessions going forward.

# Trustee training has been pushed back until March, Governance and Safeguarding provided by the ICAEW via the Cranfield Trust and NSPCC starting at the next Trustee meeting in January 2022.

# The Repair Cafe is ready to be started this month, Steve will be asked to produce a short update/report on how everything went for the next Trustee meeting.

**Financials**

# Decembers finance report has been issued by email.

# Various grant funding discussed and prioritised, a new 3 year budget and cash-flow is being developed with support from the Cranfield Trust, hopefully a draft will be ready early in March, this will be emailed to all Trustees and sent via the messenger App.

**Safeguarding, Health & Safety**

# New training for all Trustees is ready via NSPCC, it is hoped this could be completed in March.

# All DBS checks are to now be renewed in Feb, Caroline is being added to the system to undertake checks.

# Policies are being reviewed and will be updated onto the HUB by the end of the month.

**Building matters**

# Programme of works was discussed, no actions required from Trustee, Steve or Shane will feedback on the EAP at the next meeting.

# Steve and Brian have been busy completing the essential repairs required, the Men's Shed have arranged for their new workshop roof to be installed and work is due to complete in 3 to 4 days.

**Any other business**

# Discussion around Fare-share delivery, no action required by Trustees

**Next meeting**

# Next meeting is set for 1<sup>st</sup> March 2022 (Trustee training and update meeting will be held in Feb, date TBC)

**BRIGHTER FUTURES  
Board meeting agenda**

<b>Date:</b>	11 <sup>TH</sup> JAN
<b>Time:</b>	5.45
<b>Location:</b>	ONLINE

<b>Item</b>	<b>Description</b>	<b>Action</b>	<b>Time allotted</b>
1	Present and apologies	DONE	5
2	Declaration of interests	N/A	5
3	Review of actions from previous meeting	DONE	10
4	Approve minutes of previous meeting	DONE	5
5	<i>Operational plan update</i>	N/A	20
6	<i>Financial update</i>	DONE	15
7	<i>Projects update</i>	IN MEGA	15
8	<i>Health, Safety &amp; Safeguarding</i>	DONE	15
9	<i>Building update</i>	DONE	15
10	Any other business	N/A	15
	Next meeting [Time, date and location of next meeting]	1 <sup>ST</sup> MARCH	

2hrs