

BF Committee

1st March 2022

at the Brighter Futures, 34 Wellington Road, Rhyl.

Minutes

Present:

Caroline Allen
Julie Simmonds
Jayne Jones
Katy Park
Stephen Johnson
Shane Owen

Apologies:

Jamie Owen

Matters arising:

the document "update and recommendations" read out by KP, the contents contain governance suggestions following work with Cranfield Trust, items discussed one by one with actions to be agreed at the following meeting to allow for further consideration, focus on minutes improvements to include discussion, decision and action agreed as an essential requirement to be addressed as a with training.

Pilot completed for the slow cooker project, 44 items have been distributed to local food banks, JJ to contact those who donated and thank them for their support.

JS has began work on staff support systems which will include a future monthly one to one sessions on last Thursday of each month.

Trustee training has been pushed back again to potentially late April, Governance and Safeguarding provided by the ICAEW via the Cranfield Trust and NSPCC are all booked, proving difficult to get all Trustees together at the same time (training may have to be run over 2 separate sessions) SO and KP to look at options and feedback at next meeting.

KP, JJ and SJ to undertake final discussion with group leaders and members regarding the completion of mergers and feedback via chat. (absolute clarity required on continued support for merger and ensuring that group identities are not lost).

Financials

Feb finance report issued, clarification and understanding discussion completed.

KP Confirmation that required forms have been posted to HMRC to register for Gift Aid.

SO explained PAYE record and confirmed as up to date with HMRC with a nil balance due.

SJ confirmed that £710 is currently held in cash in the safe, £616 of this will be banked within the next 3 days.

Rent review of building use discussed, due to rising costs external groups to be contacted and advised of price increases from £12.50 per session to flat fee of £25 from April 2022. SJ and SO to action.

Various grant funding further discussed and prioritised, support from Sported and the Cranfield Trust being provided, drafts of all bids are available in the Trustee chat and MEGA.

Safeguarding, Health & Safety

- # New training for all Trustees is ready via NSPCC, it is hoped this could be completed within the next 3 weeks.
- # Policies are to be update ASAP, Suzanne from WCVA has offered support again.
- # Quote has been obtained from QTS for FRA review and H&s policy review, this will be discussed at the next meeting.

Building matters

- # Programme of works was discussed, monthly Trustee updates will now include a “probable expenditure” item to highlight items that may become needed due to wear and tear.
- # EAP work continuing, report to be provided at the next meeting, not enough time to discuss in full today.
- # SO feed back on lift progress, only one quote received to date, further research to continue, in the meantime the accessible toilet has been worked on with additional works due in April and a number of additional accessibility changes are being implemented to ensure all opportunities located upstairs can be easily available downstairs as required.

Any other business

- # The original (old) Brighter Futures 3-year Development plan has been successfully completed, only obtaining the SWHA could not be achieved as the Health Board stopped delivering the programme, however all work to complete the award was internally completed. We now need a new 3-year plan, agreed this needs to be simpler and shorter, SO and SJ to lease with partners such as Cranfield to make a start on this and feedback at the next meeting.
- # Looked a current mission statement. A session is needed to think of a new mission statement that is clear and without jargon.
- # Discussed regards sorting out some donations for Ukraine, JJ to follow up.
- # Need for “space” and “time” is mission critical for the charity going forward to allow for individual development and governance for both Trustees and staff, further discussion on ideas should be sent via Trustee chat.

Next meeting

- # Next meeting is to be in May, date TBC.

**BRIGHTER FUTURES
Board meeting agenda**

Date:	1 st MAR 22
Time:	2.5hrs
Location:	BRIGHTER FUTURES

Item	Description	Action	Time allotted
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 & Safeguarding</i>	DONE	15
9	<i>Building update</i>	DONE	15
10	Any other business	DONE	15
	Next meeting [Time, date and location of next meeting]	TBC	

2hrs