

BF Committee

13th September 2021

at the Brighter Futures, 34 Wellington Road, Rhyl.

Minutes

Present:

Jayne Jones

Katy Park

Shane Owen

Brian Penney and Stephen Johnson (Part meeting)

Apologies:

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Matters arising:

A new standard agenda template was agreed(attached)

Personnel (staff and volunteers).

Discussion around new trustees and providing them with information required, SO has sent out emails and documents to 3 potential trustees.

Discussion around best use of time and support needs for staff as numbers and groups is increasing on a daily basis, all groups are reporting being stretched.

Unused holidays discussion, the staff handbook does not currently allow leave to be carried over into the following year and any unused leave should be paid to employees.

Financials

Please see attached finance report

Various grant funding discussed and prioritised, a number have been submitted and others still require further input, Sported will try to help with better understanding consultation data to ensure funding requests align with needs.

Safeguarding, Health & Safety

Monitoring of groups and more regular feedback maybe required in the near future to focus on ensuring staff and volunteers are not physically and mentally drained by increased service use, options to be discussed with all staff over the next 4 weeks.

All building checks are currently up to date excluding the need to renew PAT when time allows.

All DBS checks are up to date

JJ attended the recent WCVA event and fed back, also documents have been emailed following the event and passed around.

Building matters

SJ reports are all updated and now accessible on the Mega Cloud drive. Mens Shed workshop requires improvements and they are seeking funds to complete those works

Women's Toilets floor needs an additional repair, SJ and SO looking at costings

Main cleaning continues to be done on Thursday afternoon, each group undertakes daily tasks for itself.

Sensory room window needs replacing asap, SJ to obtain quote

3 new small groups are starting to use the building, all 3 are women's groups focusing on health and well-being

Young Carers groups will be starting to use the building from next week, SJ and SO are supporting them to settle in.

Any other business

Team discussion around the need for additional support workers, to be discussed further at a sub group at a date to be confirmed.

Next meeting

Next meeting is set for 5pm 8th November 2021.

**BRIGHTER FUTURES
Board meeting agenda**

Date:	
Time:	
Location:	

Item	Description	Action	Time allotted
1	Present and apologies		5
2	Declaration of interests		5
3	Review of actions from previous meeting		10
4	Approve minutes of previous meeting		5
5	<ul style="list-style-type: none"> • <i>Operational plan update</i> 		20
6	<ul style="list-style-type: none"> • <i>Financial update</i> 		15
7	<ul style="list-style-type: none"> • <i>Projects update</i> 		15
8	<ul style="list-style-type: none"> • <i>Health, Safety & Safeguarding</i> 		15
9	<ul style="list-style-type: none"> • <i>Building update</i> 		15
10	Any other business		15
	Next meeting [Time, date and location of next meeting]		

2hrs