

## Minutes of the M9 2019 Trustees' Meeting

<b>Venue</b> Westmill Farm. Watchfield.	<b>Date</b> <b>Tuesday 8<sup>th</sup> October 2019</b>
<b>Trustees Present</b> Lorraine Needham Ian Matheson Emma Welch	<b>Also Present</b> Karen English Ruth Laidler Brian Mildenhall Nick Daisley

### Welcome and Apologies

Lorraine welcomed everyone to the meeting. Apologies received from Jess Day and Sarah Heardman. Nick Daisley is sitting in on the meeting for the first time following his expression of interest to become a trustee.

### 1. Minutes of the previous meeting considered for accuracy and Matters Arising.

Minutes from the Meeting M8 (September 2019) were ratified by trustees' present. These can be moved to the 'Approved Folder' in Dropbox and published on the website.

**Action Emma**

#### Matters Arising

Six ongoing projects were addressed and remain on the progress sheet to be reviewed in November

**See Appendix A**

### 2. Formal Welcome of Lorraine Needham to the post of Chair.

Following the Annual General Meeting, Emma Welch proposed Lorraine to the post of Chair to the Board of Trustees. This was seconded by Ian Matheson. Lorraine was welcomed formally to the position.

### 3. Garden Report

Ruth Laidler presented her annual Garden Report. Ruth described the many improvements made to the garden during 2019. This included the addition of new raised beds and new paths to make the garden more accessible. New staging had been supplied and built by the Faringdon Rotary Club. Two new working spaces for the key workers and employment coach have been introduced, as has an edible bed near the kitchen and there has been a complete renovation to the fruit cage.

The introduction of 'Gardening Days' to the R&B calendar have been successful, more service users are now accessing gardening as an activity.

Going forward Ruth would like to introduce the creation of more wildlife habitats in the garden and will work together with Ian Matheson (who is writing the Healthy Eating Policy) to make the garden produce used more frequently in the kitchen. Ruth would like to introduce perennial vegetables into the garden and connect activities in woodwork with the garden.

## 4. Operational Review

### Forge

Martin, the professional blacksmith, is currently running 6 week courses on two days per week at the project. Trustees approve a further £450 of funding to continue the engagement of the professional blacksmith. Karen will discuss with Martin how best to spend this. One service user in particular is benefiting greatly from the activities in the forge.

#### **ACTION Karen**

Rebecca is currently trying to seek funding to pay for the services of a professional blacksmith on a longer term.

### Loneliness and Isolation Funding

This funding grant will be used to fund courses at the project. Therapeutic horticulture courses have been suggested.

#### **See Appendix A**

## 5. Governance Policies and Strategy

Lorraine thanked everyone present for the smooth running of the AGM.

There were no further matters for discussion this month. The review of Rebecca's one-page risk register will be addressed at the meeting next month.

## 6. Fundraising, Finances and Accounts:

Following the AGM Brian has retired from the board. The board thanked Brian for his incredible contribution as treasurer, he will be missed. Brian remains connected to Root& Branch and to the Board as our financial adviser in the interim period whilst we aim to recruit a new trustee with a financial background. Ultimately, Brian will assist with supporting either a current trustee or a new trustee into the role of treasurer.

## 7. Date of Next Meeting

The next meeting of the trustee board will be on Tuesday 12<sup>th</sup> November 2019.