

Minutes of the M4 2019 Trustees' Meeting

Venue Westmill Farm. Watchfield.	Date Tuesday 14th May 2019
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Trustees Present Rebecca Brain Emma Welch Lorraine Needham Jess Day Brian Mildenhall Ian Matheson	Also Present Sarah Heardman
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Welcome and Apologies

Rebecca welcomed everyone to the meeting.

Petra Sugdon has left her position as Community Liaison; she has moved away from the area. Trustees thanked her for the work she had done whilst at the meetings.

Sarah Heardman is sitting in on a meeting for the first time following her expression of interest to become a trustee.

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

Minutes from the Meeting M3 (March 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

Nine ongoing projects were discussed and updated, eight of which remain on the Progress Sheet.

One item has been completed and removed: Jess has completed the move of our online donation software from BTMyDnoate to Wonderful.org

Ongoing items for action are individually highlighted on the sheet.

See Appendix A

2. Operational Review

Karen's monthly report had been circulated and read by all trustees.

Health and Safety and Risk assessment review

Karen intends to work with Mary and Gordon to address the Health and Safety of the Forge area.

Our Health and Safety Officer is leaving the Project. It is intended to bring in a new volunteer to take on this role after his Health and Safety Training in September. Ian will fill the gap and act as H&S Officer in the interim.

Karen is undergoing a review of all risk assessments, over looked by Karl and Rebecca. Risk assessments will be out and visible in each area for volunteers to see.

See Appendix A

OCF Loneliness and Isolation Grant Project and Faringon pilot

Karen and Rebecca gave a progress report. The OCF Grant will be used to run courses on Wednesdays. Courses will be run at Westmill in the first instance, with the possibility of offering a 12 week pilot course in Faringon in the winter. Wednesday courses start this month.

Brian will investigate the insurance implications of the pilot course when our policy is up for renewal in July.

See Appendix A ACTION Brian

Blacksmithing

Paying for a professional blacksmith costs £450 per month. This cost will be reviewed monthly at each trustee meeting to approve its continuation.

See Appendix A

Monitoring and evaluation update

Service users will be asked to provide some details in order to monitor and evaluate the usefulness of their experience at Root&Branch. This is a requirement of the OCF following their funding. Rebecca will incorporate the OCF requirements into our evaluation form and feed this back at the next trustee meeting

ACTION Rebecca

Annual health check for staff and volunteers

Trustees discussed an annual health check for volunteers. This is not an official requirement and will be kept as simple as possible. During recruitment of volunteers they are asked to provide relevant health conditions that could affect their ability to work at the project. Each year volunteers will be asked if anything about their health has changed.

ACTION Karen

Defibrillator

It is proposed that a defibrillator is purchased for use in the Farmyard. The cost of a defibrillator is £900. The stone masons have agreed to cover £300 of this cost. Karen will ask Adam if he might also fund one third. It is agreed that Root&Branch will also pay £300 to install the device.

ACTION Karen

3. Staff Matters.

Lorraine continues to work with staff; following up appraisals, addressing any concerns that arise and identifying areas that require support. Lorraine and Karen will meet again this month.

ACTION Lorraine

4. Governance Policies and Strategy

Policy Review

Most policies have been reviewed this year by Sally Britton. Emma will bring along any policy that has not been reviewed recently to the June Meeting. Trustees will review and approve any outstanding policies and bring all into line. Going forward, the trustees agree to one annual review for all 13 Policies every year in January.

ACTION EMMA

Trustee Recruitment

Lloyds can support and advise us with trustee recruitment. The Board agree to accept help offered from Lloyds in this area.

Placement Policy Implementation

Rebecca's draft letter to Service Users, regarding the changes in the length of their placement, has been circulated to all trustees. Trustees make minor changes to the letter and approve its use. Service User's will be guided through this process of change carefully by their Key Worker.

General data protection regulations (GDPR) Review

One year has passed since the enforcement of the new GDPR. Emma presented an annual GDPR Review. The full report is available on dropbox. Root&Branch has remained GDPR compliant. Emma and Jo meet every other month to work through the Information Asset Register, this will continue through into 2020.

5. Fundraising.

Rebecca reported funds and donations received in March and April.

6. Finances and Accounts: Financial Review

The Board thanked Brian for his completion of the annual accounts and for his comprehensive email. Year End is complete and charity accounts have been sent to the accountant.

Although reserves are up, this is not a true reflection of the financial situation as Staff costs are up and income from fundraisers is down. Lloyds have offered support with fundraising – an expert to visit the board to advise on how to improve our fundraising efforts – this offer will be accepted.

Professional fundraisers will be passed the annual kitchen cost as a specific project to fundraise for.

Brian reported his projections for 2019/2020. Staff costs continue to rise whilst activity and transport budgets remain the same. The Project's internal fundraising at events is projected to be £4,000. DBS expenditure will increase due to external tutors visiting the project to run courses.

Fundraising is a gap that needs to be filled on the Trustee Board.

The Kitchen project may need to be scaled down – this will be reviewed halfway through the financial year. Currently a £20,000 fund has been designated for Kitchen extension.

The Board agree to continue banking with the Co-op.

The Board agree to continue to use the services of Case Accounting.

St James Place have asked the board for feedback following their donation of funds to cover the cost of the extra keyworker day **ACTION Rebecca**

Brian recommends an audit of our financial controls. Emma will do this during the handover of the transaction authorisation process with Rebecca. **ACTION Emma**

The Board agree to move the Financial Review to the May meeting each year going forward.

Date of the Next Meeting

The next meeting will be on Tuesday 11th June 2019, 5.30 pm at Westmill Organic Farm. This will be Rebecca's last formal meeting as Chair of Trustees.