

Wincanton Community Venture, Charity No: 1080719

Trustee Board Meeting

Thursday 14th November 2024 6pm

Present	Michael Bainbridge (Chair), Mike Kelly, Emily Showering, Tom McGauran, John Bartholomew, Paul White, Sarah White, Tamsin Graham, Mike Rowlands
Apologies	David Kemp, Helen Hermanstein Smith
Not Present	
In Attendance	Sue Place (CEO), Lu Jones (Finance Manager), Mark Payne (Secretary),

Presentation on Safeguarding from Shaula Maitland and Kelly Starr

New SLT team has led to a review of Safeguarding within the Balsam Centre. New Safeguarding Policy, now published on the website. Introduced “My Concern” software – available to all staff for reporting of Safeguarding concerns. Undertaken wide range of training of staff including Prevent and Safer Recruitment.

MK asked what is the role of trustees in this?

- To ensure policies are in place
- To help create an appropriate ethos
- To ensure sufficient resources are available
- To test policies/be a critical friend/receive reports

PW asked what the next steps were for those who had been identified? This would depend upon each situation, may be able to support through the Balsam Centre or NHS. More significant concerns might involve Children’s Social Care or even the Police.

MB commended the work so far and asked whether there has been the opportunity to reflect on how the Balsam Centre compared to other organisations? It was felt the safeguarding team had good experience in these areas from previous roles and were able to keep up with Government Guidance.

Agreed that all Trustees should attend Basic Safeguarding Awareness training.

SM to email MP suggested dates.

Item	Record of Meeting	Action by
1	<p>Apologies for absence</p> <p>Apologies were noted from David Kemp, Helen Hermanstein-Smith</p>	
2	<p>Declarations of Business Interests of relevance to the agenda</p> <p>None</p>	
3	<p>Approval of the minutes from Sept 12th 2024</p> <p>Agreed these were a true record. Chair signed a copy.</p>	
4	<p>Actions and Matter Arising from previous minutes</p> <p>Summary of minutes to be produced – Complete</p> <p>Three sentences of Biography for all trustees – KB had informed MP that three remained outstanding, however this was queried. MP to check</p> <p>Andrew or Emma invited to next meeting – carried forward</p> <p>Trustee DBS checks update – now complete, please could Trustee ensure that DBS certificates are brought into Jenny for copying.</p> <p>Revaluation of property update – no further action</p> <p>Bank authorisations - LJ had the forms, needed completing and signing</p> <p>Accounts for circulation – complete</p> <p>Update on Virgin Money – statement had been received, and reassurance received. Interest would be payable in July 25</p> <p>Donation from Hunts – received. Would like to visit the centre again</p> <p>Fundraising meeting with David Posnett. MB had spoken on the phone, meeting not required.</p> <p>Reflections and next steps from Board Development Day. Received positively, especially the joint session with SLT, with</p>	<p>MP</p> <p>ALL</p> <p>LJ</p> <p>SP/MB</p>

	good awareness raising of the challenges they face. Would be a six monthly event.	
5	<p>Finance</p> <p>Monthly Accounts Quarterly accounts had been circulated to all. These showed a much improved situation against budget at the end of Q2 - £56K surplus of income over expenditure, as opposed to a budgeted £24K deficit, albeit with some significant expenditure items to come. End of Year projection currently showed £6K surplus as opposed to a budgeted in year deficit of £91K.</p> <p>PW raised the issue of maintenance – particularly the external door. ES also commented that some drainpipes looked like they needed attention. Is there a Capital Maintenance programme?</p> <p>MB stated it was within the power of trustees to allocate resources for capital expenditure in the budget if it was thought this was essential.</p> <p>SP – the centre had been successful in obtaining £10K of materials for internal redecoration. She also noted the encouragement of the Board to ensure that future capital plans were sufficient to improve the estate in order to enhance the service to our beneficiaries.</p> <p>Audited Accounts for 2023/24 Final accounts had been circulated to all trustees. Accounts have been signed off and will be submitted by auditors to Companies House and by LJ to Charity Commission. Account. Accounts needed to be agreed at an AGM. Proposed to hold an AGM before the Board meeting on 9th January.</p> <p>Fundraising Winter Fair – this Saturday. All organisation in place. Janet Montgomery – who will be High Sheriff – would like to visit. Successful in obtaining £15K from the Patrick and Helena Frost Foundation. The Board expressed its thanks and gratitude.</p> <p>Second application for CRM funding was not successful, this will need to be funded through running costs. Main cost is data migration. The Board was fully supportive.</p> <p>Application in for funding of Military Family Support</p>	<p>MP</p> <p>SP</p>

	<p>Hopeful of funding from Household Support Fund – around £20K, would look to employ a Family Support Worker.</p> <p>Growing Space applied for funding of Nest courtyard. The Board agreed that the Nest courtyard was a priority as it is one of the first parts of the Centre that visitors and beneficiaries see. The Board was therefore supportive of progressing this development even if the funding application was unsuccessful. It was recognised that this would have a financial implication but was affordable within the overall funds of the charity.</p> <p>Somerset Works and Schools – in talks to accept up to 5 young people into the centre to provide training and opportunities. Would come with funding.</p>	
6	<p>Safeguarding</p> <p>None</p> <p>Data Security</p> <p>None</p> <p>Risk Management</p> <p>R&G committee had produced a Risk Management Policy which had been circulated. This was approved.</p> <p>Continuing excellent work on Risk Matrix – would be shared with Trustees at January Board meeting</p>	<p>MK</p>
7	<p>Board Matters</p> <p>Draft Articles</p> <p>The draft articles had been shared with all trustees. MP outlined the legal advice we had received. The Articles were essentially the model Charity Commission document. The Objects of the Charity remain unchanged. Proposed that the name was changed to The Balsam Centre. New articles provided three year trustee tenure with a maximum of nine years. They also clarified the concept of membership – ie directors were the members.</p> <p>PW asked if SP was content with the name change? Despite some logistical issue this did make sense.</p>	<p>ALL</p>

	<p>MB asked that any comments were submitted to MP as soon as possible. The intention would be to approve the draft articles at the AGM in January.</p> <p>Trustee recruitment</p> <p>TG confirmed that she wished to step down as a trustee. Agreed this would be from after the AGM and adoption of new Articles.</p> <p>PW and SW were also retiring.</p> <p>MB had circulated an outline specification for a lead Finance Trustee which was a priority given PWs retirement. PW and MB to meet to discuss.</p> <p>Update from Sub Committees</p> <p>Remuneration committee had met to consider the macro economic landscape and wage pressures. Minutes had been circulated. Employee NI changes and minimum wage increases likely to increase Centre's wage bill by £40K, before any pay rise. Next meeting was 14th Feb with aim of bringing proposal to March Board meeting.</p> <p>MB would meet with individual Trustees to carry out a Skills Audit.</p> <p>ES asked if we should move to quarterly meetings. Felt that this was an aspiration but the Board would need to develop its working practices to continue to be effective. MP to suggest meeting dates for 2025. MB to provide a maturity assessment to the Board in January so that Trustees were clear what a high performing board that could effectively transact its business in four meetings a year would look like.</p> <p>Development days need to be booked with Mark Cotton.</p>	<p>PW/MB</p> <p>MB</p> <p>MP</p> <p>MB</p>
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Date of next meeting Thursday 9th January

Meeting closed at 7.55pm

Signed:

