

Wincanton Community Venture, Charity No: 1080719

Trustee Board Meeting

Thursday 9th May 2024 6pm

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

Item	Record of Meeting	Action by
Presentation	<p>Trustees received a verbal report from Emma Brown on the Family Safeguarding project.</p> <p>The project has run for around three and a half years and was designed to intervene in the mental health of parents where children were being assessed as “at serious risk of harm”. The ethos was to remove the adversarial approach to safeguarding children’s safety and work with parents with the aim of allowing children to remain within parental care.</p> <p>The project was a collaboration between the Balsam Centre who were the strategic lead and MIND and Second Steps. It had received glowing testimony from commissioners. The view was that the project was extremely cost effective as the successes had saved the local authority between £1.6 and £3.2 million.</p> <p>MK asked if it can expand? What do Trustees need to be mindful of going forward?</p> <p>The contract had been renewed for a further 3 years. The project needs clinical oversight and ideally this would be employed directly by the Balsam Centre, as there was a risk to this going forward. The project could do with additional practitioners as there is currently a waiting list.</p> <p>SP wanted to record her thanks to Emma and Sue Hooper for their outstanding work in this area.</p>	

1	<p>Apologies for absence</p> <p>Apologies were noted from Paul White, Helen Harmenstein Smith and Tamsin Graham</p>	
2	<p>Declaration of Business Interests</p> <p>None</p>	
3	<p>Approval of minutes from the previous meeting</p> <p>These were accepted as a true record</p>	
4	<p>Actions arising from the minutes</p> <p>MB - For clarification under item 6 – confirmed that the Capital Expenditure Plan had been approved at the meeting.</p> <p>Trustee DBS checks – covered on item below.</p> <p>MK queried whether the 2024/25 budget, which had been agreed at the last meeting had been circulated. Had a balanced budget been set?</p> <p>Action: Agreed to circulate final budget to all trustees</p> <p>LJ explained the 24/25 budget had been balanced by taking £121,000 from the surplus.</p> <p>MK commented this was the second year where a budget had been balanced by dipping into the surplus. LJ responded that the budget for 2023/24 had been set at a deficit of £152,000, but that the out turn was considerably better at just £22,000. It was noted that deploying surplus funds also helps the charity to comply with its statutory duty to deploy all available funds to aid beneficiaries. However, the fact remains that the board has agreed a balanced budget whereby expenditure will be in excess of income.</p> <p>MK commented that he did not feel confident about the financial picture on a medium to longer term basis, and that it would be helpful to consider a three year budget planning going forward.</p> <p>MB commented that it would be an appropriate topic for the Trustee development day in October. This was agreed.</p>	LJ

	Action: Medium/Long term financial strategy item to be added to the Development day agenda	MB/MP
5	Business Plan Implementation No actions required.	
6	<p>Finance</p> <p>a. Annual accounts These had been prepared for audit and should be available for the AGM.</p> <p>b. Monthly accounts. LJ indicated there was a slight overspend in April of just over £6,000. However, this included a cost of £9,000 for the urgent roof repair. Otherwise accounts at the end of Month 1 were on track.</p> <p>c. Fundraising and funding applications ES alerted trustees to a fundraiser on 16th July</p> <p>Action: Circulate details to all</p> <p>Winter Fair date: 16th November 2024</p> <p>SP explained they had been successful in drawing down funding from both Somerset Council £11,500 and the Levelling up Fund £34,000 for work on the Mens Shed. The work had now started. There remained some tricky management issues over use of the area, but we were looking to rename the area “The Workshop”.</p> <p>Work started five weeks late so completion date is unclear, but it may be possible for it to be open for the AGM.</p> <p>MK asked about charges for use of the building. SP explained these are currently £5 per month/per person and would need to be reviewed.</p> <p>Action: Review charges for use</p> <p>Kind2Mind – SP reminded trustees that there is an opportunity for any donations to be doubled through this scheme.</p>	<p>ES</p> <p>SP</p>

	<p>Action: Trustees to highlight the opportunity to double the value of donations to any current or potential donors they are in contact with, during the period 14-28 May.</p> <p>Changes Project – pilot - to provide non crisis informal drop-in programme for people with mental health difficulties. Balsam Centre holds the franchise for the South West. Cost effective intervention. Had attracted around £20,000 of funding from the likes of Rotary and Abri.</p> <p>ES asked how many users would benefit? Groups of 12, several different groups in different centres.</p> <p>MK asked how the wider reach of this project fitted with the Articles which defined a 10 mile limit from Wincanton? SP explained there were currently no plans to expand out of South Somerset.</p> <p>MB explained that there were differing views on the interpretation of that part of the Articles and providing the type of work was related to the core offer of the Balsam centre it was unlikely to be an issue.</p> <p>Action: Andrew to be invited to a future meeting to update Trustees on the project</p>	<p>ALL</p> <p>SP</p>
7	<p>Assurance reports by exception</p> <p>a. Safeguarding None</p> <p>b. Data security and protection None The centre was due its annual data compliance check which would be happening shortly.</p> <p>c. Risk Management DK asked if the centre had a Lone Worker Policy. SP confirmed that it did and that it was shared with volunteers and employees on appointment.</p> <p>ES asked if an organisational chart was available? SP confirmed that there now was and agreed to circulate.</p> <p>Action: Circulation of Organisational Chart</p>	<p>SP</p>

8	<p>Board Matters</p> <p>a. Trustee Terms of Office MB explained this was on the Risk and Governance Committee agenda. MK confirmed this would be a major item of discussion at their meeting on the 23rd May.</p> <p>Action: R&G committee to consider the issue at its meeting on 23 May and formulate a proposal to be shared with the board via email for agreement prior to the AGM on 5 July. If necessary a single item meeting would be arranged before the AGM to discuss the issue and agree a way forward.</p> <p>b. Updates from Sub Committees None</p> <p>c. Trustee Handbook MB explained this was largely complete, but suggested that a small group of trustees got together to try to finish it off. ES and SW agreed to be part of that discussion.</p> <p>Action: Meeting to be arranged to finalise Trustee Handbook</p> <p>d. Trustee DBS checks It had been agreed that all Trustees must have up to date DBS checks. Clarity was required as to the current status of the checks.</p> <p>Action: SP to check what records we have for Trustee checks, and to ensure BC admin team seek relevant paperwork from trustees where necessary.</p> <p>e. AGM plans AGM to be held on Friday 5th July, 2.30pm – 4.30pm. MB explained that there would be a short formal part to the meeting, and then it was hoped there would be a longer informal part where there was an opportunity to showcase the work of the Balsam centre to a range of individuals. Refreshments available.</p>	<p>MK</p> <p>MP</p> <p>SP</p>
9	<p>Dates of forthcoming meetings</p> <p>Agreed that meetings would occur on the following dates:</p>	

	<p>18th July 12th September 14th November</p> <p>Further agreed to add: 9th January 2025 14th March 2025</p>	
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Meeting closed at 7.50pm