

# Wincanton Community Venture, Charity No: 1080719

## Trustee Board Meeting

Thursday 18<sup>th</sup> July 2024 6pm

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

<b>Item</b>	<b>Record of Meeting</b>	<b>Action by</b>
Presentation	<p><b>Communications at the Balsam Centre</b></p> <p>KB presented a written report to Trustees (attached). She had found the role more reactive than she had imagined. The new website is up and running and had transformed her ability to update it, create new pages and allowed for online bookings and payments. Also mobile friendly. Good progress in promoting the Balsam Centre more widely and improving the quality of publications.</p> <p>Need to develop a Communications Strategy. KB needed time to step back and reflect on this.</p> <p>MK asked if there was support that trustees needed to provide to assist with the development of a Comms strategy? KB – Trustees need to pass on the strategic framework but it was her role to develop it. There were definitely groups that the centre were missing – how do we reach them?</p> <p>MB – the Business plan had identified Military Families and Farming and Rural communities as areas of focus.</p> <p>DK asked if there was an equivalent of the Sherborne Times in the Wincanton area. KB – tended to be focussed on the Blackmore Vale magazine.</p> <p>DK – does the website capture details of people who contact the centre through the website? KB – doesn't currently but</p>	

	<p>would be easy to do, subject to the appropriate GDPR questions.</p> <p>DK – would it be appropriate for Trustees to write a short biography for inclusion on the website?</p> <p><b>Action:</b> Agreed all Trustees would write three sentences of biography and email to Karen</p> <p>SP wanted to record her thanks to Karen for her excellent Comms work for the Centre.</p>	ALL
1	<p><b>Apologies for absence</b></p> <p>Apologies were noted from Paul White, Helen Hermanstein Smith, Mike Rowlands, Sarah White and John Bartholomew</p> <p>ES asked if JB was remaining on the Board given his health and a possible move away. MB stated JB had agreed to stand down as Vice Chair, but would be remaining on the board for the time being.</p>	
2	<p><b>Declaration of Business Interests</b></p> <p>None</p>	
3	<p><b>Approval of minutes from the previous meeting</b></p> <p>These were accepted as a true record.</p>	
4	<p><b>Actions arising from the minutes</b></p> <p>Circulation of Budget – complete  Medium term financial planning to be part of development day agenda – carried forward.  Circulation of information re fundraiser – complete  Review of charges for The Workshop – not able to do this at this time.  Reminder of Kind2Mind – very successful – raised £10138. Will be a Christmas campaign which will need to be applied for.  <b>Action:</b> Andrew or Emma to be invited to next meeting  Circulation of Organisational Chart – complete  DBS checks for trustees – no progress. <b>Action:</b> MP to email Jenny Sparkes re contacting all Trustees for relevant information.</p>	<p>MB/MP</p> <p>SP</p> <p>MP</p>

5	<p><b>Business Plan Implementation</b></p> <p>No actions required.</p>	
6	<p><b>Finance</b></p> <p><b>a. Monthly accounts.</b>  Monthly accounts had been circulated to trustees, together with draft audited accounts. ES reported that Finance committee wanted to investigate moving money from Investments into a high interest account. LJ stated audited accounts for 23/24 should be available for the next meeting. ES – one query raised by the auditor related to an updated valuation of the property and when this was planned to be done. It was felt there were likely to be pros and cons to this in terms of the balance sheet and availability of funding. Agreed this was a decision for CEO and Finance team to take in the light of appropriate guidance. MK requested that the reasoning behind any decision was conveyed back to the Board. <b>Action:</b> SP to investigate and report back. ES wanted to record the trustees thanks to LJ for her work in preparing the accounts. MP asked that minutes of Finance meetings were shared with him so they could be uploaded to the Trustee Portal. <b>Action</b> PW to share minutes with MP</p> <p><b>b. Fundraising and funding applications</b></p> <p>MB and SP had attended a fundraising event Party at the Farm organised by Lady Ellingworth. This had included a charity auction. The event had raised in excess of £17,000 to be shared between the Balsam Centre and one other charity.</p> <p>DK asked how effective Alex Williams had been in raising funds? SP stated that initially they had accessed several funds and more recently attracted funding from the Levelling Up Fund for the Mens Shed and £2500 from Somerset Community Foundation.</p> <p>ES asked if it would be possible to use the event database to add to our Patron database. SP felt the Patron database needed and overhaul but this might be a useful source of new Patrons.</p>	<p>SP</p> <p>PW</p>

	<p>SP – developed a funding priorities sheet to be shared with potential donors, highlighting the projects where there was a shortfall in funding. MK asked if there was a risk to any of the projects if funding was not obtained? MB explained that the projects were being funded from the charities surplus for this year, but clearly would not be sustainable over the longer term. Therefore, no risk to the projects at the current time.</p>	
7	<p><b>Assurance reports by exception</b></p> <p><b>a. Safeguarding</b>  Significant increase in safeguarding disclosures which took time to manage. Also one complaint, which SP hoped had been resolved as far as the Balsam centre was concerned.</p> <p><b>b. Data security and protection</b>  None</p> <p><b>c. Risk Management</b>  None</p>	
8	<p><b>Board Matters</b></p> <p><b>a. Reflections on AGM</b>  ES would have liked figures on costs of running the centre.  MK felt it was a different and useful approach but wondered if it would have been better as part of an Open Day?  DK shared the experience of Sherborne Food Bank where AGM had been part of a Thank You to Volunteers.</p> <p>Following the stepping down of JB there needed to be a new Vice Chair of the Board. MK had volunteered. Elected unanimously.</p> <p><b>b. Trustee terms of Office/Constitution</b>  Recommendation was that we undertake a thorough review of our constitution to ensure it is fit for purpose. Next step would be for MK, MB, SP and MP to convene a meeting to consider options and report back. Agreed.  <b>Action:</b> Meeting to be arranged.</p> <p><b>c. Updates from Sub Committees</b>  None</p>	MP

	<p><b>d. Trustee Handbook</b> This had been circulated. Widely welcomed and approved.</p> <p><b>e. Scheme of Delegation</b></p> <p>Circulated to all Trustees.</p> <p>Mk queried the limit of £20,000 for non-budgeted expenditure to be approved by the CEO. How had that been decided? MB felt it was a reasonable value given the potential emergency expenditure that might arise.</p> <p>LJ pointed out she was unable to authorise bank payments and this had to be done by the CEO and a Trustee. <b>Action:</b> MP to amend.</p> <p>Trustees felt that it would be appropriate for expenditure to be authorised by the CEO and Finance Officer, which would require a change to the Bank Mandate. SP felt that best practice would need to be looked at to make this change. <b>Action:</b> SP to investigate</p> <p>The scheme of Delegation was unanimously adopted.</p>	<p>MP</p> <p>SP</p>
9	<p><b>Dates of next meeting</b></p> <p>Thursday 12<sup>th</sup> September <u>at 5pm</u>, to be followed by Volunteers party</p>	

**Meeting closed at 7.35pm**