



Committee Minutes—Monday, 6th March, 2023

Present: Sue Case, Valerie Hearn, Steve Wilkinson, Keith Robson, Fiona Rowley, Beth Savage

Regrets: Linda Rollinson, Heather Peel, Ted Taylor

Minutes of previous meeting approved.

	Topic	Key Points	Action Items
1.	Matters Arising	<ul style="list-style-type: none"> • Application for warm air funding to be completed by Steve • Steve has uploaded all the apps for the laptops and tablets • Fiona unable to resource IT training for members but will continue to look for provider; we will proceed with digital art based on the assumption that learners will have the basic IT skills required • Beth still awaiting responses to her enquiries regarding film rights • Ted and Fiona in the process in finalising the Ballinger sessions • DBS approvals gained for some of the committee members; Steve requires identification check to finalise for the rest • Beth has templates for all the policies we require and will distribute to the committee requesting each member to take responsibility for one or two to work on; once approved, they will be filed in a repository and reviewed on an annual basis • Sue has completed the draft safeguarding policy; needs a final check with CVS 	<p>SW to apply for warm air funding by 31st Mar</p> <p>BS to distribute policy templates to team by 15th Mar</p> <p>SC to finalise safeguarding policy by 31st Mar</p>

2.	Finance	<ul style="list-style-type: none"> We have six months' reserve funding, but need to apply for more grants to boost reserve funds—ideally aiming for a two-year reserve Our priority is to build core costs via funding—this will be a priority for Kathy We have received the new coffee machine and received funding for the bollards—need to check if planning permission is required for installing the bollards 	<p>KU to apply for funding for core costs—asap and ongoing</p> <p>SC to check for planning permission</p>
3.	Health & Safety	<ul style="list-style-type: none"> A recent accident highlighted the need for a better reporting system 	<p>SW to order accident book by 10th Mar</p>
4.	Communication	<ul style="list-style-type: none"> Beth provided an overview of the branding guidelines she developed; all agreed with proposals Beth provided a draft communication strategy; all agreed with approach Now that brand and strategy have been agreed, Beth has the foundation to complete work on revamping the website and FB page The newsletter will be revamped. Val to learn how to write the newsletter in mailchimp Legally. as we can't send people our newsletters without their permission, we will be asking session attendees to complete a registration form that will ask them if they want to subscribe. Sue will adapt the form she uses for the children's club Beth has asked all session leaders to send photos that can be used for the website and FB 	<p>SC to complete registration form by 31st Mar</p> <p>All to take photos and send to BS by 10th Mar</p>
5.	Workload/Role Profiles	<ul style="list-style-type: none"> Val has drafted three role profiles: Chair, Treasurer, and Office Manager. She will draft a general role profile for the position of 'trustee'. This will be distributed to all for review and will be used as the basis for the interviews. 	<p>VH to send draft profiles and strategy to all for reference/review by 10th Mar</p>

		<ul style="list-style-type: none"> Val has asked that everyone send her a bulleted list of what they are currently doing and what they think they should/could be doing in the role they are in. Val has begun to draft a 'People Strategy' that will be developed in conjunction with the business planning process. 	<p>All to send task list to VH by 20th Mar</p> <p>VH to complete draft trustee profile by 10th Mar</p>
6.	Governance	<ul style="list-style-type: none"> Sue needs one or two people that can help out with the children's club We have four individuals interested in a trustee role; Steve and Val are aiming to conduct interviews with them in the week of 13th Mar Through the role profiling work, the need for a 'deputy' or 'vice' chair role was needed, especially in light of Steve's absences. Val was nominated and accepted. Keith has asked to be removed a formal committee member; he will continue to run his two sessions and will attend meetings if required/desired The committee agreed that going forward that only the trustees and Ted will form the official committee and be expected to attend the monthly meetings. 	<p>SW & VH to conduct interviews by 10th Mar</p>
7.	AOB	<ul style="list-style-type: none"> CHIF celebration on 20th Mar; Steve unable to attend so will be checking with organisers if Val and Sue can attend in his absence The first social went off with a bang! All enjoyed and Steve attended 'virtually' and expecting to be there in person next time; next one scheduled for 17th April 	

Next meeting: Monday, 17th April