

**Minutes of the Board of Trustees Meeting
 held on Friday 18th December 2020**

Present:

Gavin Davis (chair), David Bailey, Sharon Wilding, Hilary Brian, Jill Tompkins, Jen Needham, Moira Mitchell

Apologies:

Minutes:

Sharon Wilding

AGENDA ITEM:		ACTION:
1.	<p>Apologies</p> <p>None</p>	
2.	<p>Conflicts of interest: none declared.</p>	
3.	<p>Minutes</p> <p>Minutes of the previous Board Meeting were approved.</p>	
4.	<p>Actions</p> <p>Ongoing actions in appendix were reviewed, see notes in appendix.</p> <p>AP20.109 New action from AP20.106: Jill to contact Reach regarding finding new Trustees.</p>	JT
5.	<p>Trustee Responsibilities</p> <p>AP20.110 Overview provided by David agreed. Sharon to organise publishing on the website.</p> <p>AP20.111 Comms re Trustee Responsibilities to be sent out in NY. Aim to increase understanding of what the Board does/doesn't do.</p>	SW GD
6.	<p>2021 Budget</p> <p>Budget submitted by Jen and Moira agreed by the Board.</p> <p>Given the ongoing difficulties with the pandemic it is proposed that the budget will be reforecast every quarter.</p> <p>Communication regarding suggested income donations was well received.</p>	

AGENDA ITEM:		ACTION:
7.	<p>Fundraising Report</p> <p>Written report received.</p> <p>Excellent news – projections for December suggest that the revised target for the year will be surpassed. A phenomenal response. Well done to the team for all their hard work and ability to adapt to the difficult situations.</p> <p>Online auction and raffle for Christmas underway and doing well.</p> <p>Plans for 2021 underway, virtual events and online courses key to the first half of the year.</p>	
8.	<p>Operational Report</p> <p>Written report received.</p> <p>Services adapted to the new restrictions but can continue at a reduced level. Members very pleased that the Centre is remaining open.</p> <p>The Board would like to congratulate Jen and the team for keeping the ship afloat!</p>	
9.	<p>MS Support Manager's report</p> <p>Written report received. It was agreed that Karen had done an excellent job this year maintaining services to Members.</p>	
10.	<p>Financial Update</p> <p>Account Balances as at 18.12.20 Current Bank Balance: £21,120 Reserves Account: £176,944</p> <p>Management accounts for Nov received.</p> <p>Overall, negative impact on income as a result of the new lockdown restrictions not as bad as feared, although some costs will be deferred to Dec. Balance of holiday pay will be going out in Dec.</p>	
9. AP20.112	<p>Trustee Reports</p> <p>Need to confirm when agreement with Lionhouse is up for review. Option is there to increase speed if necessary. David and Jen to discuss in Jan.</p> <p>Website project continuing – on track for launch end Jan.</p>	DB/JN

AGENDA ITEM:		ACTION:
	Gavin thanked everyone for their efforts over the past year. We have worked well as a team – evidenced by the fact that we are ending the year in a much stronger position than was expected when the pandemic hit in March.	
10.	Governance Risk register to be reviewed in Q1 - see AP20.97.	
11.	AOB Nothing noted.	
12.	Date and time of the next meeting: Friday 15 th January, 8am, by video conference. Normal schedule of Board Meetings – 3rd Friday each month.	

Signature Date

These minutes were agreed to be a true reflection of events and signed by the Chair

APPENDIX - SUMMARY OF ACTIONS

NEW ACTIONS THIS MEETING: 18 DECEMBER 2020		
ACTION NO.	ACTION	RESPONSIBLE
AP20.109	Jill to contact Reach regarding finding new Trustees.	JT
AP20.110	Overview of Trustee Responsibilities provided by David agreed. Sharon to organise publishing on the website.	SW
AP20.111	Comms re Trustee Responsibilities to be sent out in NY. Aim to increase understanding of what the Board does/doesn't do.	GD
AP20.112	Need to confirm when agreement with Lionhouse is up for review. Option is there to increase speed if necessary. David and Jen to discuss in Jan.	DB/JN

ACTIONS CARRIED FORWARD:		
ACTION NO.	ACTION	RESPONSIBLE
DATE OF MEETING: 20 NOVEMBER 2020		
AP20.102	New action from AP20.93: Objective setting process will be for the senior team to propose their objectives for 2021 to their Board line manager by start of Jan. For review and agreement by Jan Board meeting. <i>Trustees to ensure all objectives to be SMART prior to sign-off.</i>	JN/MM/KM ONGOING
AP20.103	No additional staff changes forecast – Jen to update the HR contact introduced by Sharon.	JN COMPLETED
AP20.104	Further changes to be made based on discussions today. Off-line advice given that we can take £50k depreciation out.	JN/MM COMPLETED
AP20.105	Rate rebate received and can be appealed to see if additional relief can be achieved.	JN ONGOING
AP20.106	It was agreed that we should start to look for new Trustees to strengthen the Board. Specifically, in the following skill areas: Legal, HR, Accountant. Website to be updated to show vacancies.	SW COMPLETED
AP20.107	Sharon to approach the legal professional who showed interest in joining in 2019 to see if they are still available and willing to participate. <i>Re-engaged – contact was very positive and agreed to think about it.</i>	SW ONGOING
AP20.108	Articles to be updated to include voting by post, as agreed at the AGM. Sharon to amend the document for ratification by the Board.	SW ONGOING

ACTIONS CARRIED FORWARD:		
DATE OF MEETING: 16 OCTOBER 2020		
20.87	<p>Look into how fundraising ROI benchmark is calculated (average 4:1) to see if we can track our performance.</p> <p>https://www.institute-of-fundraising.org.uk/guidance/research/charity-benchmarks-sector-report-2019/</p> <p><i>Aim is to find a benchmark and methodology that we can adopt ongoing to measure our performance against as the average might not be an appropriate target for a charity of our size/scope.</i></p>	MM ONGOING
20.89	High level comms plan to be produced. Moira to share old version.	JN ONGOING
20.91	<p>Moira to share current appraisal process with Jen to review and implement for the Ops Team.</p> <p><i>Jen has created an updated process for agreement by management meeting.</i></p>	MM/JN COMPLETED
20.94	Magee Gammon costs have increased significantly year on year. Jill to contact them to understand reasons and future costs.	JT COMPLETED
20.97	<p>Policies and risk assessments to be shared between new Board members for regular review.</p> <p>Target to complete review of risk register in Q1 2021.</p>	GD ONGOING
20.98	<p>David to speak to his contact regarding providing clerking services for the Board.</p> <p><i>Appeal for a volunteer has been placed.</i></p>	DB COMPLETED
20.100	Communication to the Members about the role of the Board – “what a Trustee does”. David to draft content.	DB COMPLETED
DATE OF MEETING: 21 AUGUST 2020		
20.76	All staff contracts to be reviewed to understand variations by year end.	JN COMPLETED
20.80	<p>Strategic review implementation session to be planned for Oct/Nov – face to face if possible.</p> <p><i>Targeting Feb, after Board meeting. Date tbc.</i></p>	SW ONGOING

ACTIONS CARRIED FORWARD:		
DATE OF MEETING: 31 JULY 2020		
20.62	<p>TOIL process – Gavin to discuss with Jen to ensure the process for monitoring is fit for purpose.</p> <p><i>Jen to explore online apps to track and report leave and TOIL.</i></p>	JN COMPLETED
DATE OF MEETING: 03 JULY 2020		
20.48	<p>General Centre risk assessment to be revisited by Gavin and Jen in next few weeks. Gavin to organise date.</p> <p><i>Ongoing –on a walkthrough general safety levels have been deemed to be suitable for the re-opening on Monday.</i></p> <p><i>Jen to get Alice to write and send to Gavin for sign-off. In first review no high-level risks identified. On plan now for completion of all training end March.</i></p>	GD/JN COMPLETED
DATE OF MEETING: APRIL-MAY 2020		
24 April	<p>Prof Martin Warren (University of Kent/Rotary) had offered support to the KMSTC. Was this followed up?</p> <p><i>Sharon checking with Moira – she had no knowledge of this introduction. David to revisit with Martin and make the introduction directly to Moira if still appropriate.</i></p> <p><i>Moira to provide David ‘shopping list’ of needs for the Centre and check latest conversations with</i></p>	<p>DB COMPLETED</p> <p>MM COMPLETED</p>