

# Cheshire, Halton & Warrington REC

## Trustee Board Meeting Minutes

### Thursday 4<sup>th</sup> February 2016

#### 6.30pm The Unity Centre

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#### Present

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Eric Bowers (Chair), Bhupinder Virdee Lace (Vice Chair), Hammideh Brice, Martin Meredith (Treasurer), Shamla Naidu, Shantele Janes (staff),

#### Apologies

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Elizabeth Bott, Chantal Davies, Abdun Noor

Before the meeting started, all members wished to note the passing of our dear friend and fellow trustee, John Cummins. This was to be the first meeting without John since his untimely death.

#### Minutes of Last Meeting

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Accepted as a correct record.

#### Matters Arising/Actions

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What	Update/progress
Fire policy for BLP – give to SJ	Outstanding
Send out new appraisal system to trustees for approval	Complete. Awaiting approval.
AQS application to be submitted	Outstanding – when SJ feels appropriate.
Develop funding paper	Outstanding
Organise evening session re SWOT	At next General Council Meeting (arrange for March/April)
SJ add to the QB manual	Partially complete
Check first aid boxes	Done. SJ to order some equipment to top up boxes.
Try and find reasonably priced first aid training	Done. SJ approached EPNAVCO – waiting on training dates.

Respond to Angela Doe regarding the Community Asset transfer	Complete.
Send CAT policy to Martin	Complete
Contact Law Society re *	AA the client contacted the Law Society and she said that they would contact us re the text messages. We received nothing further. SJ has since e-mailed her and heard nothing back.
Contact AA re the decision about *	SJ did this see above.
Check M&A and Rules re members	Outstanding
Send letter to * re his conduct	Outstanding

## Legal Requirements

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Charity Commission and Companies House returns completed. John Cummins has been removed from both to prevent any information coming through that would be distressing to his family. He has also been removed from the database to ensure no information is sent to his address by mistake.

Discussed first aid being necessary for staff on reception. SJ confirmed that Valerie had had basic first aid training and we had been waiting for Anita to have some as well. CH had now left but had had extensive H&S training.

Professional Indemnity- happy for us to continue with Aon Insurance and Eric Bowers signed off the forms to continue with this so it does not lapse.

## Membership Applications

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None. Important to retain this agenda item as it acts as a trigger for membership.

## Health & Safety Issues

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As above – first aid and health and safety training considered fundamental for staff now we are open to the public daily.

Discussed also the issue of lone working. Given the recent complaint from a client and his behaviour in coming into the office and rooting through bins all Trustees were concerned about lone working. SJ had been in the office alone when he came in on 22<sup>nd</sup> January and Valerie is often alone on Tuesday nights. Discussed safeguarding of staff. This week it had been decided that the doors should remain closed, just in case and that people would have

to ring the bell for entry. Need to relook at the lone working policy and consider whether a bell, or panic alarm is necessary.

Also need to check with the Council on 23<sup>rd</sup> February what the position is regarding the alarm. If it goes off where does it notify and how can we ensure our details are on there (SJ and EBo).

## Director's Report

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SJ went through her 6 month report and responded to questions.

Discussed whether we could raise some money for sending goods abroad to refugees through a jumble sale or also bag packing at Morrison's or other stores.

## Casework

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Went through the reports – enquiries received, current cases and those to be approved/rejected. Looked at the following cases:

MB – approved to level of prelim hearings

NB– review in 2 months

YN – review in 2 months

FK – rejected, too resource intensive

## Unity Centre Update

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The Council has made an 'offer' about the future for the Unity Centre. SJ was hoping to have the details in writing by this meeting, but they hadn't come through. When SJ hears further she will notify everyone. Meeting with AJ on 23<sup>rd</sup> February 9.00-10.00am to discuss, Martin and Eric are coming. If any other Trustees wish to attend, please confirm prior.

## Staffing

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Not for public information.

## AOB

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SJ raised that she had responded to client's complaint and that she had suggested should he wish to appeal, to write to Eric Bowers – just so he is aware he may receive a complaint.

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## Next Meeting

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**\*\*CHANGED MEETING WEDNESDAY 24<sup>th</sup> FEBRUARY 2016 @ 6.30pm F&GP @ 5.30pm\*\***

## Actions List

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<b>What</b>	<b>Who By</b>	<b>Date if any</b>
Fire policy for BLP – give to SJ	Martin Meredith	When able
Send out new appraisal system to trustees for approval	Shantele	When able
AQS application to be submitted	Shantele	When feel appropriate
Develop funding paper	Martin	When able
Organise evening session re SWOT	Shantele	As part of General Council meeting in Spring
SJ add to the QB manual	Shantele	When able
Try and find reasonably priced first aid training	Shantele	ASAP
Check M&A and Rules re members	Shantele/EB	ASAP
Send letter to * re his conduct	EB	Once M&A checked
Review lone working policy	Shantele	ASAP
Check with council re alarm and procedure	Shantele	23 <sup>rd</sup> Feb meeting
Look at putting on jumble sale at Unity Centre	Shantele	ASAP
Circulate the details of the offer for the Unity centre	Shantele	When arrive
Notify caseworkers of decisions re cases	Shantele	ASAP
Notify staff re extension to contract	Shantele	ASAP
SJ and Martin to meet re budget for wages	SJ & MM	ASAP
Notify staff re decision on wages	Shantele	ASAP