**Brighter Futures Committee**

**10th August 2020**

**at the Brighter Futures, 34 Wellington Road, Rhyl.**

**Minutes**

**Present**:

Brian Penney

David Hampson

Jayne Jones

Katy Park

Shane Owen

Kellie Bowen

Jamie Owen

**Apologies**:

Nigel Moores

Jade Wilkinson

**Matters arising:**

# Current post of caretaker is now ready to be advertised, JD/PS and advert checked over, all asked if they can think about being on the interview panel and reply to Shane within the next 2 weeks.

# Works on the building again continuing, internal work upstairs now has 4 rooms finished, the yard is almost done and now just needs holes sealing and the allotment/planting areas finished.

# Building prep works almost complete, SMF provided funds to purchase new kit which has arrived.

# Final risk assessment prior to open has now been completed (excluding completion of training, however the training has been purchased.)

**Personnel (staff and volunteers).**

# Katy is coming back part-time, initially it is for 2 days (Mon and Tue)

# Courses book for Geraldine, H&S and Covid

# Committee skills courses book for committee members

**Financials**

# Please see attached finance report (June finance report)

# Salisbury Accountants appointed for annual accounts, Shane, Jayne and Katy are to visit them this week to discuss ways of improving.

# CFAP capital request EOI has gone in.

# Change of natwest mandate, Jayne Jones will now be added to the account as a third signatory, following that Marie Mitchell will be removed

**Safeguarding, Health & Safety**

# Dragon Fire are servicing the fire alarm, will be due again in Feb.Mar 21

# Wyn Edwards Electrical due to send in the EICR this week.

# H&S Policy review is due, needs a discussion at the next meeting.

# Fire extinguishers now have 12 months life again before service due.

# The new internal front door has been ordered and should be fitted by next week.

**Building matters**

# Toilets had a large leak, this has been repaired.

# All new covid safety items will be fitted by the end of the month

**Any other business**

# N/A

**Next meeting**

# Next Meeting 7th September 2020 at 12.30