**BF Committee**

**5th July 2021**

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

**Minutes**

**Present**:

Jayne Jones

Katy Park

Shane Owen

Jamie Owen, Stephen Johnson, Brian Penney, David Hampson,

**Apologies**:

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**Matters arising:**

# Building purchase discussion/update, completion due later this month, Edward Hughes will confirm exchange date on Friday.

**Personnel (staff and volunteers).**

# Staff holidays discussed, new diary created and kept at bar area to be updated by each member ensuring where possible 2 remain on-site.

# LGBTQ training to be booked this month and completed in Aug/Sept as time allows.

# Certificates need to be updated and stored in the personnel file.

**Financials**

# Please see attached finance report

# Various grant funding discussed and prioritised, reports have been started but still requiring final updates

to research solar panels options for photo PV to reduce electricity costs.

**Safeguarding, Health & Safety**

# V4.1 of Covid19 risk assessment remains most current, new changes mean the assessment is above requirements and should continue to be used.

# SJ to organise Gas boiler annual safety service.

# JJ and KP DBS to be refreshed this month

**Building matters**

# SO feedback on sustainability options, some quotes have come in for PV Solar and others are due, a quote has been requested for 3 phase power upgrade, contact made with GYM/CVSC to look at further options, a new scheme has been launched recently.

# Sensory room final set-up required asap, DH to arrange.

# Main Cleaning to be done on Thursday afternoon, each group should be encouraged to assist with daily tasks.

# Costings required to upgrade fridges and freezer storage to A+++ required and an analysis on what savings this might bring.

# Workshop is being updated by RMS, new work resurfaces and storage will be created and a general tidy in August.

**Any other business**

Summer Fair discussion

**Next meeting**

# Next meeting is set for 5pm 13th September 2021.