**BF Committee**

**11th January 2021**

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

**Minutes**

**Present**:

Jayne Jones

Katy Park

Shane Owen

Jamie Owen

**Apologies**:

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**Matters arising:**

# Current post for caretaker discussion, review application and CV, decision to formally offer post subject to DBS and 2 references. Slight changes to workplan made to assist with building care.

# Lockdown update, Tier 4 remains in place and therefore group projects are still unable to run, however emergency mobile projects and training to continue where required.

**Personnel (staff and volunteers).**

# Caretaker post filled.

# Volunteer Policies and Procedures are being updated again, all to attend sessions with WCVA on safeguarding as they arise through the start of the year.

# Courses booked for new / additional needs being identified including ACE’s and mental health support.

# BDS check for KP required in Feb.

# Staff holidays have reset, review/monitoring required on the best way to use these with lockdown in effect.

# All new individual training courses have been booked, groups CP training to be undertaken in Feb, separate from refresher training.

**Financials**

# Please see attached finance report (Dec finance report)

# Various grant funding options discussed to develop a new funding plan 21 short-term, no point at this time looking longer term, main focus on immediate needs.

# New grant application to SMF to help with building purchase cost to go in alongside WG bid.

**Safeguarding, Health & Safety**

# V4.1 of Covid19 risk assessment now completed to reflect tier 4, copies are in Mega to download, a review will also be supported by Adrian Townsend as part of the full H&S policy review as lockdown restrictions change again.

# Child Protection training to be updated this month (full team) and PATT training arranged for Kellie and Stephen.

# Discussion around cleaning / disinfection longer term, unable to fund this separately, continue with staff completing the work.

# Refresher CP training to be booked for JJ and KP this month.

**Building matters**

# Women's Toilet flooring requires attention.

# Allotment work is progressing well, planting should start in Feb/Mar.

# Fareshare needs to be contacted regarding fresh items, JJ to contact them..

# New flooring will be fitted into upstairs music room and first fix electrics are to be fitted next week.

# Building report reviewed and actions agreed.

**Any other business**

# JJ and KP to order new tops and PPE for SJ.

**Next meeting**

# Next Meeting is set for 5pm 1st March 2021, should this not be able to take place, revert to 12.30 on the same day for standard meeting. (if groups are not running)