**BF Committee**

**9th August 2022**

**Minutes**

**Present**:

Caroline Allen

Julie Simmonds

Jamie Owen

**Apologies**:

Simon Poole

Ken Lewis

**Matters arising:**

# The meeting minutes for May 2022 are approved

# Summer of fun update was provided, staffing levels discussed as numbers attending are considerably higher than expected, Trustees will volunteer to assist and bank staff to be contacted.

The building lift has been looked into, with costs being in excess on 25k for the cheapest option then this will be a project placed on a backburner until such time grant funding might be an option.

# Trustee training via the ICAEW via the Cranfield Trust and NSPCC has been booked online, Trustees to try and get together to complete both of these in the near future.

**Financials**

# June and July finance reports have been issued by email.

# Various grant funding discussed, and prioritised, new applications are with funders for core costs, a new 3 year budget and cash-flow is ready but will need to be monitored for 3 – 6 months to check for accuracy.

**Safeguarding, Health & Safety**

# New training for all is being reviewed, as much as possible training for staff will be completed in the new year, prior to reopening to ensure that interruption is kept to a minimum.

# All DBS checks are up to date, all are clear.

# Policies are being reviewed and will be updated onto the HUB by the end of the month.

**Building matters**

# EAP has been completed (up to the point funding allows), a new application to CFP should be considered for 2023 to complete works such as insulation and UFH.

# Steve and Brian have been busy completing the essential repairs required.

**Any other business**

# N/A

**Next meeting**

# Next meeting will be an AGM in Nov 2022, as yet no date is set (an email will be sent to confirm the date to all trustees asap).

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| **BRIGHTER FUTURES**  **Board meeting agenda** | |
| **Date:** | 9TH AUG |
| **Time:** | 5.00 |
| **Location:** | OFFICE |

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| --- | --- | --- | --- |
| **Item** | **Description** | **Action** | **Time allotted** |
| 1 | Present and apologies | DONE | 5 |
| 2 | Declaration of interests | N/A | 5 |
| 3 | Review of actions from previous meeting | DONE | 10 |
| 4 | Approve minutes of previous meeting | DONE | 5 |
| 5 | *Operational plan update* | N/A | 20 |
| 6 | *Financial update* | DONE | 15 |
| 7 | *Projects update* | IN MEGA | 15 |
| 8 | *Health, Safety & Safeguarding* | DONE | 15 |
| 9 | *Building update* | DONE | 15 |
| 10 | Any other business | N/A | 15 |
|  | Next meeting  [Time, date and location of next meeting] | TBC IN NOV |  |

2hrs