

Minutes of the Brighter Futures Trustee Meeting

Held in person at: Brighter Futures premises, Wellington Rd, Rhyl.

Date:	11 July 2023 16:00 – 19:30
Trustee Attendees:	Simon Poole (SP), Caroline Allen (CA), Ken Lewis (KL), Julie Simmonds (JS) (Minutes)
Invited attendees:	Jaynie Penney (JP), Shane Owen (SO),
Apologies	Jamie Owen (JO)
Item 1:	<p>JP provided an update to the trustees regarding the success of the IIV project and how the course had been for her.</p> <p>JP advised that initially she found it rather confusing when so much paperwork was sent to her, but once she'd had chance to go through it and understand what was required, she soon felt confident in taking the work forward.</p> <p>SO explained that the IIV whilst seeming a rather formal process was in fact an excellent way in evidencing how volunteers add value to the projects and to prove that we have policies and procedures in place to ensure that our volunteers are empowered to work with the staff at BF.</p> <p>SP asked if there had been any issues with formalizing the volunteers? JP explained that she had been able to create roles specific to the volunteers so that no one felt over committed. The IIV had requested that we use a system signing up 'volunteers' and 'helpers', the latter being those who maybe were not ready or able to commit to a more formal arrangement. JP advised that this had been discussed and the staff agreed that this didn't feel right for our service users and that the term 'helpers' felt juvenile and potentially undermining and so the terms of soft and hard volunteers had been created. The former were those volunteers who were possibly not as committed as others. CA felt that this was rather unnecessary and that all volunteers should feel valued and supported and this was felt unanimously. JP agreed that she would assist those volunteers who at present were not signed up as they had previously been identified as 'soft' volunteers. CA & SP asked if JP and the other staff could assist with completing the sign-up forms for these volunteers.</p> <p>ACTION: JP (and other staff) to sign up the 'soft' volunteers but do so with a light touch. Assist in completing (or if necessary, complete the form on their behalf) and get signature so then we have a more wholistic view of the volunteers in the projects.</p>

Item 2	JP prior to the meeting had consulted with the staff and brought a list of updates and requests.
Item 2.1	<p>Kidz Shed: -</p> <p>Concerns around the number of children attending the Kidz Shed. There are now approx. 50 children, at least 50% with special needs attending the Kidz Shed. JS asked what the limit of people in the building is and SO advised that is 70+. SP asked what the ratio of staff to children is and SO advised it should be 1 adult to 10 children, therefore we should have 5 adults on site for this project.</p> <p>Children are not returning back to the Kidz Shed with completed parental consent forms – the staff wanted to know what they should do. SP said that if they do not return their forms, they cannot access the services. The rest of the trustees agreed.</p> <p>Some staff were concerned that Grow, Cook and Eat was not being done at every session. SO asked that the team support Debbie and CA agreed to speak to JS and Debbie to see how we can best support her. Some of her problems are around confidence issues and we need to look at ways to help her. CA suggested a checklist and JS thought this would potentially be a really helpful idea. For clarity: not every session for every group needed a Grow, Cook, Eat activity.</p>
Item 2.2	<p>Men's Shed:</p> <p>Requests for additional equipment are for a new Belt Sander and Track Saw? SO advised that a significant amount of money had been spent in the workshop recently and as the Track Saw is an expensive piece of kit (in excess of £500), this would need further consideration. SO said he'd look at what funds are available and consider the requests. JS asked what the plan for the money from the sale of the planters being made in the men's shed is? These are being made out of donated wood and the men are making and selling these at £20 for members and £30 for general public. SP also advised that any profit that is made in the sheds should then be ringfenced for spending on the BF projects.</p>
Item 2.3	<p>Women's Shed:</p> <p>JP advised the women had a pamper day thanks to CA and this was very well received. The women see their shed as a support service rather than wanting to get involved in crafts etc, however a number of ladies have engaged with cooking with Katy and Caroline.</p>
Item 2.4	<p>CAP (Parent & Toddler):</p> <p>JP advised that the last session for the parents and toddlers was held at Geronimo's before it closes for the summer. JP said it was very difficult to engage the parents in some activities, JS advised that she and KP have been discussing this and looking at ways to reach out to the community and how to encourage the parents to get involved with the toddlers and babies for elements of the sessions.</p>
Item 2.5	<p>JP reported that the FareShare deliveries have been rather disappointing and asked if there is a budget for additional food so that the staff can buy any extra required. SO confirmed that the subs can be used when necessary, but the team needs to be aware that there is not any specific grant funding in at present to purchase additional food.</p>

<p>Item 2.6</p> <p>Item 2.7</p> <p>Item 2.8</p>	<p>Shed show? Following the success of The Full Monty last year, some have suggested a few ideas to take forward. These included a Drag Show and Karen’s Diner (where people come to eat and get insulted). The trustees felt that neither of these ideas were suitable for the charity and so JP will feed this back. There are other suggestions that may be more suitable such as a pantomime, a show with ‘sea -shanties with pirates and sailors. this doesn’t need to be on the same size scale as the Full Monty, but this was very successful in building up trust and teamwork for the men last year.</p> <p>Men’s Shed Opera: SP had put a South Wales group in contact with the Rhyl BF Men’s Shed and the organisation wanted the Men’s Shed to be involved with the opera by selling tickets and attendance if possible. The trustees discussed this but felt that it was not a good fit for Rhyl and that none of our members would be interested in getting involved with this.</p> <p>BT Building project: Despite a few plants being stolen and some minor damage from dogs, the project has been extremely successful. BT and BF are delighted with the feedback received from the local community and local groups who have all remarked how it really does prove that <i>“Brighter Futures is making Rhyl brighter”!</i> The trustees felt that a sign needs to be placed on the wall at the building so that the community knows who’s done the work and that they can help themselves to the fruit and veg. JP advised that an event is planned for September for an open day, but CA felt that even a temporary sign should be installed on the building and by the herbs that these belong to the community and they can help themselves. The trustees agreed with CAs proposal and JP was asked to take this forward with the team. KW agreed to look at options for the sign.</p> <p>The trustees thanked JP for her updates on the various projects. JP then left the meeting.</p>
<p>Item 3.</p>	<p>Citrus: JS explained that the HR management system that we are currently using is confusing and not very staff friendly and is causing problems when trying to work out leave entitlements. Caroline suggested an excel spreadsheet, but unfortunately this would be difficult to work out leave entitlements with so many staff working different days, hours etc.</p> <p>ACTION: Ask Tim what system he used at WCVA and if he can look into alternative software for us to use.</p>
<p>Item 4</p>	<p>IIV celebration session: SO advised that this was confirmed and going ahead on Saturday 15 July. There had been some confusion around this event and the trustees felt that as volunteers themselves, they should have been included for example the discussions around the day of the celebrations were agreed and then the trustees were advised – rather than being included as part of the original discussions, SO advised it can be extremely difficult to pull everyone together for one event and a separate event for Trustees and Staff is being looked at for the future.</p> <p>The trustees can potentially be held responsible should any issues arise, and concerns were raised around whether staff have business insurance on their cars that they intend to use. Also, a waiver from the attendees should be provided that absolves the trustees of any liability.</p>

Item 5	<p>Ghost Busters! JS advised that the '<i>Into the Shadows</i>' have asked to use the building on the 8th September, to host a paranormal investigation! They intend to have no more than 12 pre-booked guests plus 4 or more of our staff attending in order to keep the event intimate and safe for all. The original conversation stated a donation of approximately £200 (this was from a conversation that Michelle (organiser) had with our staff), but they did offer an alternative of 6 tickets for staff rather than a donation. The trustees agreed that the donation would be able to help many more people, and there wasn't enough interest from staff and trustees to warrant opting for tickets.</p>
Item 6	<p>Young Carers – prior to the meeting, SO had emailed the trustees with a copy of the draft email he would send to the facilitators of the Young Carers group that use the building once a fortnight. Unfortunately, a couple of the YCs had been caught on the CCTV stealing chocolates from the tuck-shop. This obviously caused upset amongst the BF staff, who spend a lot of their own time ensuring that the tuck shop is adequately stocked and change is available. SO had drafted an excellent email and the trustees thanked him for his discretion and professionalism dealing with this issue. SO will send the email to the project manager and update the trustees and staff once he has had a reply.</p>
Item 7	<p>Gwent y Mor grant for Minibus – SO advised that he was hopeful that the grant application for the minibus would be successful and that his next challenge would be to source suitable insurance. SO had been researching best practice when looking at the sharing of such a valuable resource that could have huge impacts on the local community. Apart from the expected limitations on age and requirements for clean licenses with D1 usage, a further issue identified is around the insurance lack of flexibility on 'hire & reward'. This can potentially mean that BF cannot ask any of the potential hirers for any costs. The initial plan was to charge a low-cost rate to cover our costs for services, any road tax, insurance, maintenance such as tyres, etc, however this is still being investigated.</p>
Item 8	<p>Other funding sources - Approximately £100k of Lloyds TSB funding available to be spread over 2 years subject to being able to deliver specific influencing projects in collaboration with other groups (with a possible additional £50k for year 3). CA felt that 2 of the 3 projects identified need to be delivered as a partnership. SO clarified that the funding could focus on just one of the topics if this was a better fit. These would potentially look at improving how the social security system could be improved to help local people and how to help people into housing. The third project is around supporting asylum seekers, however this is not an area that has a significant need for this service and not something BF has a lot of experience in. SO agreed to attend Lloyds information event and feedback.</p>
Item 9	<p>AOB – all trustees and staff need to consider ideas for an away day/event to engage in some team building. Everyone is always so busy and available at different times, this can be put on the back burner, or moved down everyone's to do list, but is essential in building relationships, trust and confidence in each other.</p>
Item 10	<p>Date of next meeting – TBC (5th Sept at 16.30)</p>