

Minutes of the Brighter Futures Trustee Meeting

Held in person at: Brighter Futures, 34 Wellington Rd, Rhyl.

Date:	23rd May 2023 17:00 – 19:30
Trustee Attendees:	Simon Poole (via Teams) (SP), Caroline Allen (CA), Ken Lewis (KL), Jamie Owen (JO), Julie Simmonds (JS)
Invited attendees:	Shane Owen (SO)
Apologies	-
Item 1:	<p>KP had previously provided an update on projects via email to all Trustees, this method will be used every month to save time at meetings and ensure Trustees have a few days to read the reports prior to any discussion at meetings.</p> <p>Project/Activity reports and finance reports will be distributed by E-mail to all trustees and staff at least 7 days prior to any future Trustee meetings.</p> <p>CA enquired to progress with TJ and how his was settling into the new role, KP, JP and SJ are spending time with TJ each day to help induct him into our systems.</p>
Item 2:	<p>Building update – SJ and SO reported that one of the solar panels had been damaged, the CCTV was checked by it appears that this must have happened over 7 days ago as the CCTV did not show the incident, SJ to include in checking panels into his building checklist. The panel continues to operate at this time.</p> <p>Monitoring of the ASHP continues, after just a short period of monitoring it clearly uses more power than expected, but this power is at least 300% efficient compare to Gas</p>
Item 3:	Discussion around staff hours [redacted]
Item 4:	<p>Reporting / Project reports:</p> <p>Duplication of paperwork, TJ will look at existing systems in place to try and reduce levels of duplication that is creeping into project reports and lessen employee workloads in administration.</p> <p>Photographs need to be added to all reports, staff to be informed that just a small selection of pictures are required to help bring reports to life and expand on text.</p>
Item 5:	Work experience: Another student from Bangor University has requested a placement with BF, SJ to ensure that everything is in place to support this and support the student on a day to day basis.

Item 6:	ID and clothing: new items are required by Trustees, SO is to order new ID cards and JP to order new clothing for each Trustee. All Trustees requiring a new ID card should email SO and all requiring new clothing should email JP.
Item 7:	Trustee and staff team building event: Some ideas floated, This will be raised at a future meeting when we know if we have a minibus to use (depends on GYM decision) as this would save on costs and admin
Item 8:	Policies: Policy reviews for 2023 are taking place, SO is leading on these and consulting with employees and external agencies such as WCVA, It hoped most will be completed by July and then uploaded into OneDrive and onto the website HUB. SO feedback most policies require just slight changes with the exception of Safeguarding which will merge from a separate children and adults policy into a single policy.
Item 9:	SMF Grant will cover 12 months, during this time an application needs to be developed and sent to TNL to seek 3 years funding for a core post.
Item 10:	BT project: Water access is a significant issue, BT have been contacted to fit an outdoor tap which should be fitted shortly, as a temporary measure Mary from the chip shop has allowed us to use her water supply. Some plants continue to be stolen during the evenings, KL is looking at trail cameras to monitor the site.
Item 11:	Work experience for local school children, SJ has been approached asking if BF would take on 2 youths from RHS on work experience/placement. All agreed this would be fine but highlighted as they will be under 18 then risks should be assessed.
Item 12:	Weekend sessions have ended (winter warmers), feedback from the community is that they want this to continue, we don't have staffing capacity to do this through the summer, consideration to be given to relaunching this is the autumn / early winter 2023.
<p>ACTIONS:</p> <p>TJ to ensure reports are emailed to all Trustees 1 week prior to meetings.</p> <p>SJ to ensure that CCTV is updated by Salim ASAP.</p> <p>all staff to think about working hours and ensure they allocate time to admin and personal development, CA and JS to support.</p>	

	<p>all staff to work alongside TJ on monthly report improvements.</p> <p>risk assessments for students to be reviewed by SO and SJ.</p> <p>ID cards and clothing to be ordered by JP and SO.</p> <p>background work to start on a TNL application, JO and KP to pull together information for draft preparation.</p> <p>SJ to order water collector for BT asap.</p>
Item 9	AOB – IIV is almost complete, JP to attend next Trustee meeting with an update.
Item 10	Date of next meeting – 11th July 2023 (time TBC, late afternoon)