

# Brighter Futures Trustee Meeting Minutes

**Date:** Tuesday, 1st July 2025

**Time:** 17:00

**Location:** Brighter Futures

## Present

- Shane Owen
- Tim Jones (Minutes)
- Ken Lewis
- Julie Simmonds
- Caroline Allen

## Apologies

- Simon Poole
  - Jamie Owen
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## 1. Review of Previous Actions

- No outstanding actions from the previous meeting.
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## 2. Policies

- **Safeguarding Policy:** Suzanne from WCVA is currently reviewing. Apologies for the delay were noted.
  - **Health & Safety Policy:** Update review has been completed.
  - **Fire Risk Assessment:** Updates to follow, this has not yet been completed.
  - **Risk Assessments:** General Assessment has been completed, PG assessments are all up to date, project assessments will hopefully have been reviewed before the next meeting.
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## 3. Updates & Projects

### Monthly Reports

- Ellie has not submitted a report this month as she has recently started and is awaiting guidance on report content.
- Project reports are late arriving; each will be emailed out to all trustees in the next few days.
- SO & TJ provided a short update on the main points from each project.

## Building Update

- Upstairs areas has been refurbished. Graham (volunteer) wallpapered the rooms, which have received a general makeover.
- **Craft Room:** Transformed into a volunteer relaxation space, complete with a coffee machine and a declutter.
- **Gym:** New equipment installed. Discussion on the need for an induction and disclaimer process to be arranged ASAP.
  - Shane raised concerns that the room currently feels cluttered and needs space to move around between machines. A revised layout may be needed to create more space.
- **Rainwater Harvesting:** Water containers are being installed outside the building, main work has been completed, waiting on a plumber for the pipe work.
- **Music Room:** The room has been reorganised, Gavin from the Co-op is running music lessons every Tuesday. Ken reported potential for a Brighter Futures band for a summer event.
- **Surplus Food Collection:** Daily collection of surplus food from the Rhyl Co-op. The food is being used for meals or distributed to members. Thanks should be sent to Co-op.

## Volunteer Week

- Brief discussion held on the volunteer gifts and the rationale behind them, the new volunteer room has been finished, an end of summer event is to be arranged, Jayne has been tasked to register with the Hotel scheme, time to share.

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## 4. Assets

- **Policies:** Health & Safety and Safeguarding policies already discussed.
  - **Fire Policy:** Review delayed until minor outstanding tasks are completed.
  - **Blocked Drains Incident:** TT Drainage was called out due to fat buildup in pipes. Unlike other cafés, there is no fat trap in use, increasing risk of recurrence.
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## 5. Funding

- **Building Applications:**

- Two grant applications submitted, including one to the DVSC Key Fund.
  - Proposed improvements: roof replacement, extra storage, layout changes, and a new shower room near the gym.
  - Alison Hill from DVSC noted oversubscription, reducing confidence in a successful application to DVSC.
  - DCC Town Grant maybe an option for up to 70% of potential costs.
  - **Community Fleet:**
    - Application for a Conwy minibus approved. BF will support initial implementation before and link with 1Compass to arrange for an administrator to be appointed.
    - Consideration given to replacing Brighter Futures' white minibus, options to be looked at over the next few weeks.
  - **Storage Container:**
    - Monthly cost increased from £50 to £80. Preference to replace with an insulated unit. Discussion held on prices, sizes, and location, Jay is looking at options and should feedback before the next meeting.
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## 6. Any Other Business (AOB)

### Staffing & Volunteers

- **Ken:** Noted Paul appears overwhelmed with work on the postcode gardener project.
  - Shane advised Ken to inform Jayne to remind staff of the volunteer request process and not ask too much of volunteers.
  - Shane also requested Penny to distribute her work across multiple groups where possible.

### IT Update

- Transition to a new system completed (but will still need tweaks as everyone learns).
  - All staff received new laptops, except Simon, due to pending arrangement.
  - Some minor adjustment issues noted.
  - Move to all software being Microsoft based will require employee training and employees to also take responsibility for increasing own knowledge and being committed to personal development.

### Youth Consultation

- Now underway. Jayne and Ellie are visiting local schools, around 100 so far.
- Reports must be completed ahead of the end-of-summer funders' summit.
- Shane expressed concern over duplication with the DCC's own consultation.
  - Julie requested clarification on DCC's plans.
  - Shane acknowledged DCC's initiative to host a free summer cinema but wished there was better coordination with community groups (e.g., Wicked Wales, Rhyller Thriller etc).

## Foryd Community Centre Closure

- Expected to close in September.
- Meeting scheduled for **Thursday, 3rd July** (possibly 13:00) to discuss with Fiona from Foryd. Trustees invited to attend.
- Concerns over redistribution of services raised and impact on other community groups and local people: Ideas suggested included
  - **Benefits advice:** Could be redirected to the Bedford Street Benefits Advice Shop.
  - **Foodbank:** Could be absorbed by existing Rhyl foodbanks.
  - **Transport service:** Potential integration into Dial-a-Ride. Volunteer driver inclusion to be assessed in line with Brighter Futures' insurance and policies but isn't the best fit.
- Discussion held on whether Brighter Futures may experience an influx of service users and how to manage capacity limits should that happen, concerns over our capacity.

## Use Your Loaf Bakery

- Awaiting further information following scheduled meeting with Fiona on Thursday.
  - Fiona has sent a monthly report, which Shane had not yet had the opportunity to review but has emailed over to all Trustees.
  - Shane expressed initial interest in the project but emphasised the need for financial scrutiny and workload.
  - He suggested potential relocation from Abbey Street to a building near Brighter Futures if possible as a medium term option.
  - Possibility of combining with other services such as a butcher, fruit and veg, or products from the men's shed.
  - Concerns raised about the current lease agreement with NWH/CAHA.
  - Meeting to be arranged for next week to explore feasibility in detail.
  - Julie asked about Fiona's plans; Shane noted he thinks she plans to retire.

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## Meeting Close

**Time:** 18:40