

Brighter Futures Trustee Meeting Minutes

Date: Tue, 2nd June 2026

Time: 17:00

Location: Online

Present

- Shane Owen
- Ken Lewis
- Julie Simmonds
- Caroline Allen
- Jamie Owen

Apologies

- Simon Poole

Review of Previous Actions

- No outstanding actions from the previous meeting.

2. Policy Updates

- **Employee handbook**
The handbook is currently being renewed, once complete all contracts will be checked for alignment with current employment law.
- **Health & Safety Policy:**
No updates have been made.
- **Fire Risk Assessment:**
Updates to follow upon completion of the new EICR.
- **Risk Assessments:**
General assessments reviewed by employees. Updated versions to be circulated in May for final review.

3. Finance Report

Financial Position (as of 28 May 2026):

- Current Account: [REDACTED]
- Reserve Account: [REDACTED]
- Redundancy Account: [REDACTED]

Funding Updates:

- **TNL Community Fund:**
 - Decision due shortly
- **CADP (BCT):**
 - No updates
- **Rise Funding:**
 - No updates

4. Activity Summary

- High attendance across all groups (Men's, Women's, Mixed Shed, Café).
- New monthly report to be developed, consolidating all work.

5. Confidential discussion

- No notes

6. Any Other Business (AOB)

- No business

7. Meeting Close

Time: 18:15