

Minutes of the Meeting of the Trustees of the Kenilworth Centre (tKC)
5th September 2023 at the Kenilworth Centre at 7.30 pm.

Actions are in initialled, in bold and underlined.

Actions falling out from Matters Arising are in bold and highlighted grey

In attendance:

Richard Dickson (Chair) RD
Rachael Graham (Trustee) RG
David Littleford (Trustee) DL
Michael Anderson (Trustee) MA
Mandy Brougham (Trustee) MB
Victoria Mier (Trustee) (VM)
Becky Webb (Joint Centre Manager) BW
Louise Male (Minute taker) LM

Apologies:

Graham Leach (Trustee) GL
Dr. Becky Johnson

Absent:

Jim Price (Trustee) JP
Miranda De Freston (Trustee) MDF – now resigned

Guest:

Sim Connor
Nick Cadd

1. Welcome and apologies for absence.

RD welcomed everyone and introduced Sim Connor (SC) and Nick Cadd (NC), sitting in as a guests with a view to potentially being trustees. Trustees introduced themselves and their roles. SC and NC spoke of their experience and interest in becoming a trustee.

Apologies and absences minuted.

2. Disclosures of personal interests.

RD is a member of the Kenilworth Town Council (KTC) and Warwick District Council (WDC) who in different ways support tKC and is also a trustee of the COVID-19 Kenilworth support group (aka Compassionate Kenilworth).

BW is an employee of the COVID-19 Kenilworth support group (aka Compassionate Kenilworth) and Director of Kenilworth Arts Festival.

3. Minutes of previous Trustee meeting held on 27th June 2023

The minutes of the previous meeting have been accepted as true and accurate.

Matters arising –

3.4 Centre Manager Report

Front door – still prone to irregularities and inner automatic door still prone to self opening and staying open.

Strategy for the future of the building and tKC as a whole – Carry forward to until after the AGM.

Out of hours contact No proposal. Carry forward.

Grants / Outsourcing the fundraising – see below for update.

3.5 Finance Report

Opus Energy: - update

RD wants to involve the energy ombudsman. Communication with Opus has been difficult, referring to us as a business, not a charity. RD asked for repayment in instalments over over 3 yrs. Opus responded requesting 4 x monthly instalments. RD explained Trustee online Portal to guests.

4. Centre Manager Report - (Report on online trustee portal).

CM Reporting:

MA enquired after the spreadsheet. Pointing out that it was useful to clearly see what changes had happened, and also so see what decisions were required of the trustees.

LM to pass this on to SM.

Neighbours

BW to contact neighbours about out of hours use of court.

Finance/Accounts

How much would it cost for Flemons to do a quick audit, an independent examination

SM to look into how much this would cost. What Flemons do for the end of year accounts is not an independent verification.

Grants / Outsourcing the fundraising*

*Also see references to the lease/funding in 6. Management Accounts.

BW – SM has consulted with 3 private fundraisers to assess cost. No win no fee have been used at Coventry Boys & Girls Club with success and is our preferred option.

Trustees said they are in agreement with up to a 10% fee. NC: In principle it is a good idea, but if we won a £100k grant we need to know where the £10k will come from if the grant does not permit/include cover for such a charge.

MB/DL suggested a strategy is needed for fundraising, due process, due diligence, with a flow chart to include signing off of grants (over a certain amount). How to fast-track signing off. RG suggested looking at the success rate of the fundraisers we are thinking of using.

MB said when applying for grants they should be done on a full cost recovery, to include electricity etc. BW this is not always possible due to stipulations of the grant.

Conclusion (for the time being): Permission to go ahead with using NWNF service where the 10% can come out of the grant.

Governance

Compassionate Kenilworth

RG asked for an update on the idea of a Compassionate Kenilworth (CK) merger with tKC. RD: CK income of £25k pa, 45+ active volunteers. BW: CK have secured some more funding for an additional role which means that short term they are OK, long term they are possibly still interested in merging. RG suggested both sides do a piece of work setting out the issues/gains with a merger/moving CK to a sub-brand of tKC. tKC to formally correspond with CK saying it is of interest but both need to do the above analysis to come to the table with. ACTION - **WHO?**

Radio Abbey

VM: Paul Sanders got £500 sponsorship for his show from Mid 8 Music. Thanks to Paul. Volunteers are needed for the Round Table fireworks show. Forthcoming Quiz night – fundraiser.

5 **Draft audited accounts (2022-2023)**

RD drafted the annual report and the accounts have been independently verified. The accounts have been formally approved. Flemons are writing to us formally to suggest the summary page of the Management Accounts are circulated to the trustees on a monthly basis.

SM to ask Michaela to send LM the summary page of the monthly Management Accounts (no commentary required), to be circulated to the trustees. Michaela to provide a break down what is included in rent rates/utilities summary.

6. **Management Accounts**

RD: trustees need to consider the room hire rate increases for April 2024-March 2025 and also staff remuneration given the continual rise of cost of living.

ACTION Trustees

BW 6 months into this financial year and we are running at a loss. tKC cannot apply for core funding with the existing lease and not unless there is 20 years on the lease. SM is talking with WDC and negotiating surrendering the remainder of the existing lease and negotiating a new one that includes some key building maintenance which will enable tKC to apply for core funding grants.

RG said there are only two options, reduce costs or increase income, and asked about increasing room hire. BW explained customers were already struggling with some losing their customers due to cost of living. LM said that also the new Kenilworth School were also being proactive about wanting to rent out their new premises – so there is competition.

Restricted funds queries. RD pointed out that some restricted fund had been restricted by tKC and could if necessary be opened up. Wren (£5k) could be drawn down on for anything to do with the building). The post covid funding (£12.5k) could also be opened if if necessary in the future. Trustees could change/move/unrestrict the money.

RG suggested 'staircasing' – use the above as an option

There is currently no provision for the lift for breakdowns or if there was a major failure.

BW has circulated a Sponsorship Tier.

RG suggested sharing the wider 'KC financial situation with United Charities when asking for more money for the Youth Mentoring & Counselling.

7. **Policy Reviews**

BW: Policies have been dribbling in. 4-5 not written: Recruitment, Appointing Contractor, Internet and IT, Staff sickness and absence, Fundraising.

BW: to send NC a list of the policies not yet written.

MB suggested a separate portal be set up on the website where staff can access policies, along with an annual reminder to familiarize themselves with the policies where they can be read and signed.

8. **AGM Planning**

Same agenda as last year.

Michael Anderson – re-elected
Victoria Mier – re-elected
Graham Leach – re-elected

New appointment/s:

- Dr Becky
- Sim Connor (?)
- Nick Cadd (?)

CMs to do a presentation similar to last year. Push the funding. User interviews if possible.
Thanks formally to Vic, tKC maintenance volunteer. Something that could be put on to the website after

9. Confidential staff Matters

A final letter has been sent.

10. Chair succession

RD: It has been two years since John Whitehouse (founding chair) passed away, and RD has decided to step down from being Chair and also as a trustee as he doesn't have the time and he feels there is a conflict of interest with his Councillor role.

The Trustees need to agree how to recruit/manage without a chair or elect a new chair at the AGM or the next trustee meeting.

MB said she was willing to be chair with a time limit.

DL proposed accepting MB as Chair. Seconded by MA & RG.

RD to do a Handover document for the role of chair for MB

11. Dates of next meetings:

As previously mentioned trustee meetings with move to bi monthly.

AGM Wednesday 20th September 2023

Trustee Meeting

~~14/11/23~~ Moved to Wednesday 15/11

2024 dates:

16/1/24

12/3/24

14/5/24

9/7/24

10/9/24

25/9/24 AGM 2024