

Minutes of the Meeting of the Trustees of the Kenilworth Centre (tKC)  
15<sup>th</sup> November 2023 at the Kenilworth Centre at 7.30 pm.

**Actions are in initialled, in bold and underlined.**

**In attendance:** Mandy Brougham (Chair) MB  
Rachael Graham (Trustee) RG  
Michael Anderson (Trustee) MA  
Victoria Mier (Trustee) VM  
Dr. Becky Johnson (Trustee) BJ  
Nick Cadd (Trustee) NC  
Sarah McCaffrey (Joint Centre Manager) SM  
Louise Male (Minute taker) LM

**Apologies:** Sim Connor (Treasurer) SC  
Graham Leach (Trustee) GL

**Absent:** Jim Price (Trustee) JP

**1. Welcome and apologies for absence.**

MB welcomed everyone.  
Apologies and absences minuted.

**2. Disclosures of personal interests.**

None.

**3. Strategy**

Last strategy planning was in 2016

**Action: LM to circulate the previous PPP and also RGs email as not using the tKC email.**

MA has been working on a document for core messaging with NB and VM. VM has emailed with input to be included. A few tweaks needed. ILEAP hire off us and are not providing provision. Also users are separate business and should be signposted as such rather than an extension of our offer.

NB is leading on a Strategic Planning document and circulated a sample of what tKC's could look like. It was agreed it should be a 3-year plan. Three main areas to workshop: Provision, Leadership/ Management, and Finance. Provision will be workshopped this evening and it can be added to and built on over the next 2-3 meetings. The purpose is to give guidance to the Centre Managers. The various committees might get involved.

Brainstorming session on Provision. **Action: NB to take away and type up and circulate.**

Leaflet needed of what we offer.

**Action: SM/BW/LM**

BJ - Survey users (MS forms) to get input

**Action: SM/BW/LM**

**4. Minutes of previous Trustee meeting held on 5<sup>th</sup> September 2023**

MB - It feels like a new Board. Thanks to all for the input in the recent zoom meetings to review our urgent financial needs.

OPUS - see point 11

Policies - No update on policies as there have been other priorities.

Compassionate Kenilworth – No one has spoken with them regarding amalgamation, but they will carry on in parallel for some time yet.

On call duties – MB asked if Andrea could take on some of this responsibility as part of her duties.

**Action:** SM to take Richard off as a contact with the Alarm Call Out company.

## 5. Chairs Report

The good news SC/MB met with the Town Council and tKC have been asked to submit an application for core funding £30k max over 3 years – to be tapered effective 1<sup>st</sup> April 2024. In Year 3 will need to start negotiations again. By then we should also have established other core funding routes with WDC and WCC.

MB shared the trustee induction pack.

**Action:** MB- to forward to LM so document can be filled on the Shared Drive.

## 6. Centre Manager Report - (Report on online trustee portal).

MB asked if the CM report can be made live earlier – ideally updated continually as events occur. SM said she would try, but access is continuous during editing until the final update when the password is changed and circulated. The goal would be send out the code on the Friday before each meeting so trustees have the weekend to review it.

SM: additional funding announced, £5k from Targeted Youth Support (WCC December), and £2k from Coventry Building Society.

NC asked if we will make it to March 2024 financially. The trustees requested that they have a monthly report/update from SC on the finances, relating to whether it looks like we will make it through to the end of March, and to make a recommendation as to whether we need to use the restricted funds/approach any restricted funds donors for permission to use the money.

200 for £100 generic gift fundraising / investing in the future of Kenilworth (to sustain the Centre). Trustees are working on launching this initiative in partnership with the CM in the coming. VM wants reassurance that donors have the option of being seen or being anonymous, and that it is linked to a *Friends of the Kenilworth Centre* newsletter. Is Local Giving or Gift Aid better for identifying donors/gift aid? VM stated this could be done as a gift for Christmas campaign.

**Action:** VM/MA/NB to draft out the details within 2 weeks.

## 7. Room Hire increases

NB met with SM and identified the key issues around charging. NB asked is room hire in line with other venues, how much are the rooms worth and what are people prepared to pay? SM suggested we could only justify a small increase. It was not felt that we had enough information to discuss this currently.

Decision to be made in January meeting.

## 8. Staff Salaries

No action until January meeting.

## 9. HR and Reissue of contracts

MB proposed we have the HR advisor on our books. The HR staff issue had not gone away and the nature of all the contracts need to be addressed. If they are not updated we are vulnerable to further claims. Cost £80 pa. £200 to re-issue all of the contracts. All trustees in favour.

**Action:** MB to collate all correspondence relating to the HR staff issues in

**chronological order by December and continue to liaise with the HR adviser.**

RG: they were very thorough/careful during the misconduct investigation for this staff member and does not think the tribunal claim has legs.

NC: Do we have a Risk Register? It is thought not.

**Action: MB to Consider a risk register with HR adviser in the new year**

**10. Building survey linked to lease**

Mixed messages here as WCC are saying tKC should pay for the survey and Bill Wearing says that WCC should be paying for it. Cost £5-6k

**Action: SM to get a meeting in the dairy to allow Trustees to start discussion with WCC regarding the renegotiation of a lease that will support our sustainability.**

**11. Energy Opus**

MB has a link with someone who is in energy governance. Wants to get OFGEN involved. SC is aware of the situation and has the full history from Richard Dickson. SC has picked up the issue from Richard Dickson and is pursuing.

**12. November Social**

Victoria had forwarded the invitation to Radio Abbey as LM had missed off.

**13. Trustee appointments**

MB asked NB if he formally wanted to accept the invitation to be part of the board of trustees. NB accepted.

**14. Dates of next meetings:**

**Additional date agreed to continue brainstorming to keep up momentum of Trustee action around fundraising.**

**Wednesday 6<sup>th</sup> December 7 – 9 pm in SCR at TKC**

As previously mentioned trustee meetings with move to bi monthly.

**2024 dates:**

16/1/24

12/3/24

14/5/24

9/7/24

10/9/24

25/9/24 **AGM 2024**