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Minutes of the Meeting of the Trustees of the Kenilworth Centre (tKC)  
16<sup>th</sup> Jan 2024 at the Kenilworth Centre at 7.30 pm.

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

**In attendance:** Mandy Brougham (Chair) MB  
Sim Connor (Treasurer) SC  
Rachael Graham (Trustee) RG  
Michael Anderson (Trustee) MA  
Dr. Becky Johnson (Trustee) BJ  
Nigel Briggs (Trustee) NB  
Nick Cadd (Trustee) NC – via Zoom  
Sarah McCaffrey (Joint Centre Manager) SM  
Louise Male (Minute taker) LM

**Absent:** Graham Leach (Trustee) GL  
Jim Price (Trustee) JP

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

MB welcomed everyone.  
Apologies and absences minuted.

**2. Disclosures of personal interests.**

None.

**3. Minutes of previous Trustee meeting held on 15<sup>th</sup> November 2023**

Actions carried forward:

Leaflet – linked to 200/£100

Lease – Meeting with the council tomorrow.

Risk Register – NC wants to review the risks: financial, lease, Opus, HR etc. Trustees to be able to see the risks and monitor them. HR consultants are reviewing the employment contracts & SM will discuss the Risk Register with them.

**Action:** NC will find a template that can be adapted and will forward it to MB. **MB** will circulate.

**4. Chair's Report**

Grants are now coming in.

- £75k from Town Council has been approved. £30k, £25k, £20K over 3 years.  
**Action SC or MB:** to ask Maggie at TC how and when the money will come, drip feed or lump sum.
- £5k from 1961 has arrived. This is £5k PA x 3 yrs They do not want any publicity.
- £1k per month from business *Perforated & Stamped Products Ltd* (based in Alderman's Green, Coventry) starting in January. This came about from an article in Nub News. They have also offered work experience opportunities and have said they will sponsor us to do a fundraising event.

**Action SM:** to email Coventry Chamber of trade to see if other businesses have Kenilworth connections and want to help fund using *Perforated and Stamped Products Ltd* as an example.

**Action LM:** to add *Perforated & Stamped Products Ltd* to Mailchimp so they get newsletters/AGM invite.



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Bid to Severn Trent was not successful but will keep trying.

**Congratulations for Becky and Sarah for all the success in these bids.**

200/£100 will continue through the Provision Action Party.

**Action MB:** to revisit the fundraising spreadsheet to look at what else to be done and will report back at next trustee meeting.

Match Funding / Fundraising event – Keep an eye out for match funding opportunities via The Big Give and tie in with fundraiser as monies raised can be doubled.

**5. Finance Update**

NC thanked SC for his predictions and asked about an overdraft facility with CAF Bank. What if we go overdrawn? MB: We do not have one, but we can get one.

**Action SC:** to speak with bank to put one in place.

The Paul Miller donation from sales of paintings could be used for anything, but he would prefer it if the money was used for art related projects.

The OPUS restricted money might be able to be used for anything if we do not have to make the payment immediately – but it would need to be reimbursed..

A business and marketing plan is needed for the sound booth and counselling rooms.

**Action SM:** business and marketing plan for the sound booth and counselling rooms.

SM: Kenilworth Art Club are doing an acrylic paint pouring project which will create artwork for the Pod.

MB: In April we need to start planning on building a reserve for due diligence, with an ambition as to how much that should be. NC Getting 6 months reserves in no mean feat.

Fundraiser in April/May time needs consideration: format/who to invite/selling tickets. NC: suggested doing something with Compassionates Kenilworth. MB: initially not keen on this idea. RG: said if Compassionate Kenilworth have so much support we could piggy-back on that if it's a 50/50 split financially but 80/20 attendance/ticket sales.

**Action:** The Provision Committee<sup>1</sup> to consider this further and share a proposal at the next Trustees Meeting.

**6. Questions to Centre Manager Report**

SM: we could do with PR advice. Celebratory messages are going out about funding but we are also asking for more money. RG: suggested speaking with Louise Hansen. NC: doesn't think it's an issue. BJ: suggested messaging be 'what we do/what we did/what we could do'. Could do a press release to Nub News asking for PR help. NB: messaging 'achieved this so far and want to move on to the next step'. NC: Messaging 'successful, well run, confident at managing ourselves (existential crisis)'. MA: We also have different audiences and how to target each one from £5 donations to 200/£100.

**Action:** The Provision Committee will consider and prepare a proposal for the way forward

Pathway to Work project. MB happy to get involved with Pathway to Work. RG/MA can offer practical support in delivering something or checking CVs, but no time for admin/planning.

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<sup>1</sup> Committee Structures aligned to the Strategic Plan were discussed later in the meeting.



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**Action MB:** to talk more with BW

BJ Impressed with all the progress. It's all positive.

**7. Room Hire increases**

Discussion on various rate increases and structure of tariff. 6.2% increase agreed.

**Action LM:** to cost out the impact to T4 customers with 5% & 10% change to help decide with SM which modification to make. LM to notify customers.

RG suggested phone calls to the T4 customers to notify them. NC: suggested the messaging should be to negotiate with us rather than go elsewhere.

**8. Staff Salaries**

Staff left the room for trustees to discuss.

**Action MB:** will put the decision in writing and have a discussion with CM's on Tuesday next.

**9. Strategy Update**

Strategic Plan to be a regular agenda item.

NB: Asks Trustees to look through the documents. He met with CM's and all agreed on what they want to do and by when.

RAG to be applied to the Strategic Planning doc. Previous RAG document to have historical information.

3 areas of focus identified and planned for. Documents are shared on the Trustees Portal for ongoing reference. Specific areas for clarification discussed within the meeting:

1. Provision:

P2- Income Generation. Discussion focussed on issues around room cost – this is also determined by what the Centre looks like and what the provision is. What are businesses looking for? Can we meet their needs? To consider whether a Business Forum could be established to ask people what they want within the centre if this is an appropriate target audience.

2. Leadership & Management

LM3 - Policy documents. Do WCAVA have policy examples we could access? Could also access HR support in this area.?

LM 7 - Induction process and procedures needed for staff. Need a lead in this area.

**Action SM, BW & MB:** Committee to review after leadership have considered Induction Requirements.

3. Finance

F13 - Finance policies needed. Spending limits and procedures.

**Action SM, NB, MA:** Committee discussion

NB to turn the strategic plan in to an Operating Statement. Committee structure to support the different parts of the Strategic Plan.

**Action NB, MB, CMs:** to meet before March and write Operating Statement. To be reviewed annually.

**10. Sub Committee Confirmations**

**Provision:** Lead- BJ, BW, NC, input from MB.

**Leadership & Management:** Lead MB, RG, GL, SM.



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**Finance:** Lead - SC, NB, SM, input from MB.

Practicalities:

Frequency: Groups to decide how often they meet/if it's in person or via zoom, it may be monthly, it may be bi-monthly.

Reporting: Each group to submit a report with notes to go on the Portal. These will need to be emailed to SM and LM

**Action SM:** will split the CM Report in to the above three categories.

**11. AOB**

Opus - No update

Lift - SM getting quotes for comprehensive cover from three different companies. Auto dialler required circa £3k.

Nominated trustees for Charity Commission and Companies House: SC, MA

**Action: MA** to communicate named persons to both organisations.

Succession RG said this need to be revisited as she is wanting to step down. Marketing, media and business skills required.

**Action MB, SM:** to draft wording and LM can list on WCAVA volunteer website

**12. Dates of next meetings:**

**2024 dates:**

12/3/24 – RG and BJ will need to dial in for this meeting.

14/5/24

9/7/24

10/9/24

25/9/24 **AGM 2024**