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**Minutes of the Meeting of the Trustees of the Kenilworth Centre (tKC)**

**12th March 2024 at the Kenilworth Centre at 7.30 pm.**

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

**In attendance:** Mandy Brougham (Chair) MB

Sim Connor (Treasurer) SC

Michael Anderson (Trustee) MA

Dr. Becky Johnson (Trustee) BJ

Nigel Briggs (Trustee) NB

Nick Cadd (Trustee) NC

Sarah McCaffrey (Joint Centre Manager) SM

Louise Male (Minute taker) LM

**Apologies:** Rachael Graham (Trustee) RG

**Guest:** Elizabeth Browne

**Absent:** Graham Leach (Trustee) GL

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

MB welcomed everyone and introduced Elizabeth Browne.

Elizabeth outlined her experience, and the trustees and staff summarised their roles.

Apologies and absences minuted.

**2. Disclosures of personal interests**.

SM is a member of Kenilworth Lions.

**3. Minutes of previous Trustee meeting held on**16th Jan 2024.

MB: Explore Further Fundraising - to be discussed later in meeting.

MB: Any other items identified in previous minutes are to be addressed in this meeting.

Sub Committee Groups.

MA’s name is not on the Finance group (in the minutes). Amended below.

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

**Leadership & Management:** **Lead - MB**, SM. (possibly Elizabeth if she joins)

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

**4. Chair’s Report** (circulated via trustee portal)

* Verbal update of ongoing staffing issue.
* Risk Register review link not working on trustee portal. **Action: LM** to correct.
* Submitted FOI request/WCCs record of community buildings – How many are 3rd party lease? How many pay full maintenance? How many are re-negotiating their lease currently? Hopefully info will arrive ahead of meeting with WCC. This will provide more information to guide lease negotiations.
* HR provider company are to review all staff related policies. Furthermore **SM:** created a staff portal which will help with secure tracking of staff related information.
* Missing Energy Performance Certificates (EPCs) **SM:** We have an expired one.
* NC: Is there a penalty to not having one?
* **NC:** to find out
* **MB:** To add EPC to the Risk Register.
* Energy efficiency review is outstanding. MB tried to meet with Alex Randall three times. James, head of town council.

**Action: MB, SM & SC** to sit down and look into energy efficiency review and explore grants to support making our energy usage more cost effective.

**5. Finance Update** (reports circulated via trustee portal)

SC: We are ahead of what we forecasted.

* Correction: £500 donation not Neil Gardener but Propak. SM: Propak saw the press release in the Leamington Courier. He has links to the Golf Club and apparently, they used to raise upwards of £7k each year for tKC.
* **Action : SM & BW** to arrange a mtg to see if that regular donation from Kenilworth Golf Club can be reignited.
* **SC/SM:** Based on recent donations to target local businesses, particularly manufacturing businesses.
* **SC:** Was at a Lions meeting and did a presentation/passionate appeal regarding the 200/£100. No-one stepped forward with cash offers. LIONS Secretary is putting the link in the minutes of their meeting.
* **SC:** Historical Gas bill issue has not gone away. We were overpaying for a period on the newer contract, now corrected.
* **SC:** Recounted advice that a story/messaging is needed for fundraising. *If the people of Kenilworth don’t support tKC the Centre will close and that will have all sorts of knock on effects.* **SM:** New Radio Abbey presenter is a storyteller, SM is asking him to draw out stories to support the marketing. To create a meaningful message it was identified that he will also need statistics, who needs help, who is out of education etc?. **MB:** Historically Bertie Road Nursery School did a study with data 10-15 years ago, that info might still be available if we contact HT. It could then be compared with new figures. We should also continue collecting and composing case studies. **SM:** identified that Compassionate Kenilworth have info to do with social isolation, but not youth. **SC:** Thinks it will be harder than originally thought to get money out of the people of Kenilworth to donate their money. £11k income was the hope for 200/£100. There will be a big gap if don’t get this money.
* **SM:** reconfirmed that without the story it will be difficult. Thinks it will be easier to target businesses/sponsorship.

**Action: BJ & SM** to look into collating a data rich message for marketing purposes.

* **SM:** to send out Compassionate Kenilworth Town Mapping to Trustees.
* **NC:** to share mapped District info/stats to BJ.
* **BJ:** The info usually exists but is not always easy to find. She will look into Warwick District to see what figure she can find.
* **MB:** Identified a source to explore further - The Big Give match funding resource. Can the Perforated donated money be used for this?

**Action: Funding committee (SM, MA & SC)**: to look into The Big Give and explore a potential strategy

**6. Questions to Centre Manager Report** (reports circulated via trustee portal)

* **MB:** Sub Committee documents on the portal; request for headings be clearer.

Example Subcommittee document names:

* + - * Strategic Plan – the big overall document,
      * Operating statement – what people do this year to meet the Strategic Plan,
      * Meeting minutes.

**Action: Committee Leads** to meet and agree what headings work for all, for clarity of communication. Feedback to LM please.

* **LM:** to forward updated Bible with predictions when the new April 24-25 doc is complete. Last years prediction turned out to be very close to actual.
* **SM:** much happier with where we are at generally on almost every front. Funding bid rejection today - Game Changers. SM reiterated that national funds are not going to give us money because of where we are geographically.
* **SM:** Looking forward to cleaner accounting
* **SM:** First Pathway to Work meeting was held yesterday. Lots of people want to get involved and it builds connections with local businesses. It will lead to us delivering more courses for young people. MB: BW was effective when she came to youth club speaking to them about careers etc. It would be great that she could do that on a regular basis.
* **SM**: BW has 40 hours of TOIL. BW was asking if she could get paid in instalments over the next 6 months. Trustees all agreed.
* **SM:** hoping the Screwfix grant will be awarded to cover the clearing of the secret garden and fence fixing.
* Safeguarding

**MB:** It has been identified by a visit from WCC Target Youth that the wall at the side of the Centre should be 6’ high from our side. She has informed the council of the centre’s vulnerability if someone jumped over the wall. Wall is identified as a is a Safeguarding risk. Meeting Ian King, Safer Neighbourhoods at the Centre this week to consider potential actions.

Telent are happy to provide an additional CCTV screen to be mounted on the kitchen wall so youth team can monitor the building during sessions. They have also agreed to install a new camera in the Snug also.

* **SM:** The front automatic doors are not functioning properly. This will be added to the Maintenance review for WPM / lease meeting.

**7**. **Risk register**

**MB** went through the Risk Register as it had not loaded on to the portal (now corrected). Trustees please take a look in detail.

* Radio Abbey - Run by volunteers. **SM**: A new volunteer starting who she going to ask to listen to all the-show for monitoring purposes. And to flag up anything.
* Trustees – Succession. Gaps in marketing/social media.

**MB:** Suggested social media posts requesting trustees. See 9. Advertising on WCAVAs volunteer website.

* Policies - Need to be robust. Need a full review of policies which HR company are looking in to, e.g. whistleblowing and more.
* Emergency call-out for the Centre: **MB** suggested a phone tree. **SM** as first point of contact, **MB** as second, and MB to shout out on WA group to all trustees as a third tier. All agreed. SM

**LM**: to update signs and documents.

* ***SM:*** *has since added: Having our personal numbers plastered on the building is a risk, not a big one but a risk to staff and volunteers. The new phone system will have a specific number that can go on the Emergency contact info and you can create an auto phone tree within that.*

**Review of the Risk Register:**

**Action: MB & SM**: to review this prior to every trustee meeting.

* **HoT** – WCC lease wish list:
  + 30 year on the lease.
  + Peppercorn rent.
  + Want WCC to meet tKC half way regarding maintenance: tKC responsible for inside the building but not full repair of the lift, WCC to be responsible for the exterior, anything that is fabric to the outside.
  + If we have to pay full maintenance then requesting there has to be a cut off point, so we only pay up to, say £7k.
  + The liability of the lift is WCC responsibility as they installed it and it cannot be retro fitted to a better lift, and they do not have a long life span.
* **SM:** Air con has been repaired by WCC and now randomly had an invoice for work.
* **MB:** We are the only two-story community building. We are lumbered with additional costs that other community third party leased buildings are not.
* HoT has been sent to WCC. They are not prepared to come and talk to us until they have consulted, so they cancelled scheduled March meeting – we await feedback at next lease meeting.
* **SC:** We have to be bold enough to say if you cannot do anything with the lease we cannot get funding, we cannot carry on.
* **BJ/NC:** concerned that WCC might want that and see it as a development opportunity. **MB**: Original planning states that it can only be used as a community building. **NC:** But they could put planning permission in for something else.
* **NC:** We can demonstrate that we have been investing in the building but would be really cautious about calling their bluff. **MB:** We have already replaced the boiler 1 year ago. **SM:** Initially they were really keen to resign the lease so it does not look like they have other plans for the site. Jeremy Wright MP will be in the re-scheduled meeting.

Portal passwords

NB: Some of the older docs on the portal have not had their password updated. Let LM or SM know if there are issues.

**8. Sub committees** (docs circulated via trustee portal)

**Leadership & Management:** **MB:** Focus/actions have been around HR contract and the phone tree.

**Provision**: BJ:

* Looked at Strategic Plan. Decided we need a baseline to assess what the community needs or wants. Will do a survey of community stakeholders to see what peoples’ needs are: Schools, Teachers, GP surgeries, town council, District council, Social care, Voluntary sector, Childrens Centres, Nurseries, Police, Councils, Chambers of Commerce. It will also feed into publicity strategy. Compassionate Kenilworth will have a list of community stakeholders already.

**Action BJ**: Circulate draft list of stakeholders that can be added to collectively, and hopefully a draft survey with questions for the next trustee meeting.

NB: As we develop the three year plan it becomes circular, we get feedback, we refine, we get getting tighter at meeting needs.

* SMART objectives needed for assessing how Abbey End Studios is progressing.

**Finance:**

* SC: Review of cash flow forecast and issues.
* Sound booth. SM working on a business plan. Key to generating some revenue for the Centre.
* 200/£100, business side easier and quicker perhaps. SM: Spending hours and hours applying for grants vs getting out in the town/businesses.
* Looking forward to cleaning up the finances to ease workload.
* Narrative, the story needs to be clear.

**MB:** Fundraising strategy. Clarity needed of who is involved and who is leading this.

**9. Trustee succession planning**

Trustee roles need to fill skill gaps within the board. Brief review of who has what skills currently. Gaps are:

* + Policies and Governance
  + HR knowledge / experience
  + Marketing & Social Media
  + Fundraising

**MB & SM:** to meet to discuss a press release for the above. Once roles are defined LM can upload to WCAVA Volunteer website.

**10. Volunteer support for tKC events**

Trustees help is needed to help with tKC events – Community Hubs, pop up cafes, **Biq quiz is 23/03**

**Action: can trustees put their names down for one or two things each please?**

**NC:** Trustees are all DBS checked. It would be good to have a rota/calendar as **NC** can commit more in the winter. Can one be set up? A live doc link to onedrive?

**Action SM:** to circulate a list to trustees of dates of events/Set up interactive doc/calendar

**11. AOB**

**NC:** Need to know what to do if we are on the out of hours call list.

**LM:**  To circulate the locking up details

Practical demonstration of opening/locking up before the start of the next trustee meeting.

NC also asked about a list of names/companies of who to contact e.g. Who to contact is there is an issue with the automatic doors. This can be added to the agenda for the next Trustee meeting.

Since the meeting communication has been received from Graham Leach stating his intention to resign from Trustees. Rachael Graham has also confirmed her intention to step down. Thank you cards to be arranged at the next Trustee meeting.

**12. Dates of next meetings – please add to calendars:**

|  |  |
| --- | --- |
| **2024 dates:** | **2025 dates:** |
| Tues 14/5/24 | Tues 14/01/2025 |
| Tues 9/7/24 | Tues 11/03/2025 |
| Tues 10/9/24 |  |
| Weds 25/9/24 **AGM 2024** |  |
| Tues 12/11/2024 |  |