

Minutes of Board of Trustees Meeting

Thursday 19th April 2018, at 17.30

Held at FMB Ltd, Shenstone House, Helsington, Kendal, Cumbria LA8 8AA

1. In attendance

Liz Cornford (LC)	Chair
Roger Jackson (RJ)	Vice-Chair
Matt Hartnet (MH)	Trustee
Lucy Moore (LM)	Trustee (left the meeting at 19.00)
Sharon Russell (SR)	Trustee
Peter Raven (PR)	Trustee
Mike Seaton (MS)	Chief Executive Officer
Debi Marsden (DM)	Adult Carers Team Manager
Lisa Robinson (LR)	Young Carers Team Manager
Janice Benson (JB)	Fund raising Manager

Apologies

Emma Edwards (EE) Trustee

LC has met with EE.

EE is struggling to attend evening meetings, but will do so when possible and will attend daytime meetings. EE will continue to receive papers and feed in as appropriate.

EE to meet with Amanda Milburn on a monthly basis to support the LPA service.

2. Declaration of interest

No conflicts of interest recorded.

3. Chair's business

Trustees agreed to take turns to draft the summary notes for circulation to the staff.

LC circulated the NCVO document 'the Essential Trustee' this outlines the role and key responsibilities of Trustees and Directors.

LC introduced 'Charity Governance Code', a document produced by the Charity Commission, ACVO, Association of Chairs, ICSA the governance institute, NCVO, Small Charities collation, Third Sector Support Wales, in response to recent problems within the sector.

The document provides a self-assessment framework for Boards. Sections are: organisational purpose; leadership; integrity; decision making; risk and control; board effectiveness; diversity; openness and accountability.

Action: 24th May 2018

All to read document.

All Trustees to complete skills audit prepared by Rebecca Haslam.

All to email LC with list of sections in priority order.

LC to work with Emma Bennie and Amanda Milburn to finalise policies and procedures (June 2018)

4. Minutes of previous meeting

Approved and signed as an accurate record of meeting held on 22nd March 2018.

5. Matters arising/ actions completed

None

6. Managers Reports

Fundraising Manager (JB) (Appendix A)

Report and case study discussed.

£91.96 raised through White Stuff event.

Lack of clarity about purpose of this event, is it fundraising, profile raising or volunteer recruitment?

LM raised the need for a clear retail strategy, future possibilities include Fat Face, Weatherspoons, Sainsburys, B&Q, Storey Homes and Gilkes.

Marion Greaves has been employed for 10 hours/ week to develop links with local businesses and raise awareness of Carers and their needs.

Action: Date of next meeting

JB to produce leaflet for business outlining SLC offer to Carers, and important roles Corporate businesses can play in supporting SLC.

MS and LM to meet Mark Brady owner of the Daffodil Hotel in Grasmere.

Young Carers Team Manager (LR) (Appendix B)

Report and case study discussed.

YC are currently behind on annual targets.

LC has been unable to attend the Early Help panel meetings and the Practitioners Forums which may have contributed to less YC being identified.

The number of YC Assessments has reduced. The Team are now declining inappropriate referrals, these are signposted onto other agencies.

MS and Nicola Nelson attended the Children in Need 'Your Difference' workshop at BBC Salford on the 13.03.18.

Concern was expressed that the Life Skills programme is behind schedule. Funding for this work has been secured from Children in Need, The WCEF and CCC this needs to be spent by September 2018.

There is still a need to recruit sessional workers to help with Support Groups, activity days and residential.

Action

NN and LC to send revised outcomes for the project by the 26.03.18.

LC to plan the Life Skills programme during May/ June when working from home.

LM offered to help with find volunteers from within the business community to help with the programme delivery.

RJ offered to help deliver financial planning sessions for YC.

Adult Carers Team Manager (DM) (Appendix C)

Report and case study discussed.

Action

LC to write to Gavin, Holly, Nicola to express gratitude on behalf of the Board of Trustees.

The first Kendal Unity Festival which is to celebrate diversity within our community. It is an opportunity for local community groups to show case their work and will take place on 23.06.2018.

Action

LR to reserve exhibition stand.

LR to work with Rebecca Haslam to plan activity.

7. Chief Officer Report – (Verbal)

i. Personnel changes

Learning to be drawn from the recent secondment exercise.

Agreed that AM will return to previous role as LPA Coordinator and stand down from both the Management Team and the Board of Trustees.

Ada Carey-Newell appointed on a free-lance basis (Tues & Wed) to assist AM with the LPA service, initially for two-month period whilst Pulse Regeneration prepare LPA business plan.

MS circulated LPA financial report – going forward LPA will be included as part of the financial report.

Action

Staff briefing and meeting to be used to explain changes and to emphasise the importance of the LPA moving forward.

MS to review Emma Bennie role.

The financial saving from the vacant Business Support and Communications Coordinator role is to be used to continue provide the Communications Coordinator role (7 hours/ week) and to cover the salary for the Charity Log development work.

ii. CCC tender update

Draft copy of the tender received, reviewed and feedback provided.

Final versions of tender documentation were uploaded to Chest on 19.04.2018.

Major changes are:

- It is a single contract to deliver All Age Carers Service;
- There is a requirement for closer engagement with the Early Help panels;
- The contract term is 2.5 years with a +1 +1 extension;
- The six districts are grouped into three geographical areas.

An additional board meeting for Carers Support Cumbria has been arranged for 2nd May 2018. The decision about whether to tender, financial allocations and staffing structures will be taken then. LM will attend on behalf of LC.

CSC have contracted Peter Cumings from Tender Management Community Services to prepare the tender submission.

Proposal	Proposer	Decision
i. Representative from SLC board to meet with Furness Carers Board of Trustees to explore closer collaborative working.	LC	Agreed unanimously
ii. To instruct CSC Board that SLC would like to be part of a consortium to submit a tender for the All Age Carers Service contract.	LC	Agreed unanimously
iii. Business plan – Generally on track with April targets. Action: JB to circulate funding bid plan by 11 th May. JB and MH to meet to finalise corporate sponsorship strategy. JB to book Seals for Gala dinner. MH to share feedback on brand options (27.04.2018). MS and MH to review time management app and action accordingly. DM to action purchase of team mobiles.		
iv. Therapies MS has met with each of the three therapists. All have agreed to a reduced number of sessions and to manage their own bookings. Action: Until 30 th September 2018 SLC will provide 35 sessions/ month at a cost of £25/ session. Carers will be able to receive a maximum of 5 sessions/ year. There will be a request of a minimum donation of £5/ session. All of the therapists will need to sign that they understand and are GDPR compliant.		
Counselling Action: MS and PR will meet to progress the recruitment of the Lead Counsellor. Update on counselling to become standing item on the agenda, numbers of Counsellors, Numbers of Carers receiving counselling and numbers on waiting lists.		

8. Financial report

- The balance sheet to 31/03/2018 was circulated.
- Debtors currently £14,298.38 – awaiting payment of £11,250 from CCC for YC and £ 3,048.38 from WECF

Action:

- MS & RJ to present revised budget to next board meeting.
- Draft accounts to be presented at next board meeting.
- Agreed to remove Peter Fletcher as a signatory of CAF and Cumberland accounts
- Agreed to add Matt Hartnett as signatory for CAF and Cumberland accounts
- MS and RJ to meet with Cumberland to clarify list of signatories
- Lloyds Bank Foundation closing date is 18th May 2018
- JB and LC to attend meet the funder event with Henry Smith in June 2018
- Tudor Trust application due in August 2018

9. AOB

- Photocopier

Actions:

- MS to instruct Sensible Print to install new machine on cost/ copy basis.
- EE to be asked to write to OTC on behalf of SLC to request a copy of the agreement.
- LM and RJ available to meet OTC if required.

10. Dates, times and venues for next meetings

Meetings will be held at FMB offices from 17.30 – 19.30 on:

May 24th

July 5th

August 16th

September 20th

November 8th

December 13th

The date of the AGM is December 13th 2018.

These minutes are signed as a true and accurate record of the Board meeting held on 6th December 2017.

Signed: E. Conford.

Position: chair

Date: 24.05.18.