

Minutes of Board Meeting

Thursday 13th December 2018, 18.00 – 19.00

Stricklandgate House, 92 Stricklandgate, Kendal, Cumbria LA9 4PU.

1. Welcome and apologies:

Present:

Liz Cornford (LC)	Chair of Trustees
Roger Jackson (RJ)	Vice-Chair & Acting Treasurer
Lucy Moore (LM)	Trustee
Sharron Russell (SR)	Trustee
Frances Stokes (FS)	Potential Trustee
Mike Seaton (MS)	Chief Executive Officer
Debi Marsden (DM)	Services Manager

Apologies – None received

Emma Edwards (EE)	Trustee
Peter Raven (PR)	Trustee
Marian Graveson (MG)	Office Manager
Issy Murdoch (IM)	Lead Counsellor

Not in attendance

Matthew Hartnett (MH)	Trustee
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Observers

Gill Escolme (GE)
James Alexander (JA)

Introductions – For the benefit of GE and JA

2. Declaration of Interest

No conflicts of interest notified.

3. Minutes of meeting held 08/11/2018

Signed as an accurate record.

4. Matters arising

4.1 All trustees to complete training and send a copy of certificates for Safeguarding, Prevent and Channel training to DM. This is often a requirement of grant funders. Children in Need recognise that Trustees may not have direct contact with young people, however if a serious incident occurred the trustees may be required to manage the situation and therefore need to understand the process.

Action: A trustee to complete the LSCB Level 2 Safeguarding training

4.2 LM to be added as signatory to Cumberland account - LM

4.3 Policies feedback/ summary of key findings sheet for staff – in progress DM

4.4 Draft social impact policy – Management team and LM

5. Chair business

5.1 No additional items tabled

6. SLC Board of Trustees Responsibility and Oversight proposal

6.1 Charity Governance Code

The Board has previously agreed to work through the Charity Governance Code. It addresses seven principles: Organisational purpose; leadership; integrity; decision-making and risk control; board effectiveness; diversity; and openness and accountability.

Action: The board will review each principle, over the next seven meetings. It will consider each recommended practice, log the evidence and where it is held. For any missing evidence actions will be agreed.

6.2 'Essential Trustee' guide, (Copy to be circulated with minutes)

Action: All trustees to read, sign and date

6.3 Trustee Code of Conduct

LC circulated draft code.

Action: All trustees to read, email LC with any amendments, to be adopted at next meeting. Code of conduct to be resigned at all future AGM's.

6.4 LC distributed paper – Board of Trustees Responsibility's and Oversight Proposal (copy circulated with minutes.

Action:

- i. Agreed to establish serious of working groups that will have responsibility and oversight of different aspects of the charity functions. Working groups will consist of trustees, staff and volunteers.
- ii. Terms of reference to be prepared for each working group (LC).
- iii. Each lead to consider aspect of work the subgroup will oversee and agree priorities.
- iv. Trustees to attend a half-day to progress understanding of working groups (Jan 2019).
- v. Further clarification required on distinction between the role of trustee versus director.
- vi. Sharpen the role of Service delivery group, currently missing impact assessment.
- vii. Add lead for volunteers (SR) to link into relevant subgroups.
- viii. counselling (PR to be asked to lead).

Working sub groups	Group Lead	Trustee support	Volunteer involvement
Compliance, Governance and Risk Management	LC	LM	
Finance & fundraising	RJ	LM/ SR	Yes
Service Delivery & Health and Safety	FS	PR	Yes
Traded services	EE		Yes
Human resources	LM		

7. Chief Executive Officer report

7.1 Priorities for the next six months

i. Fundraising

Applications to be prepared and submitted for Frieda Scott Trust, Eric Wright Charitable Trust and Tudor Trust.

Action: Agreed/

Debra Jessett for 5 days at £300/ day to work with MS on preparation of bids.

MS to circulate background papers and CV.

ii. Lasting Power of Attorney Service

First Ark contracts not yet received.

LPA steering group to meet on 17th December to consider next steps.

iii. Forward planning

Business plan for 2019-20 to prepare and agree

Budget for 2019-2020 and three year forecast to prepare and agree

iv. Branding and marketing

DM and MG reviewed information received as part of/ and following the Strategic Away Day, (held 28th November 2019).

MG has approached three companies for initial quotes to produce new branding and a website. These provide a basis for further discussion with favoured designer.

Agreed:

- i. To adopt the following:

Name: Carers Support South Lakes

Strapline: Supporting Carers of all ages in South Lakes

Vision: Improving the lives of Carers of all ages.

Mission: Carers Support South Lakes identifies the needs of an unpaid Carer of any age and provides quality services, support and advocacy to protect their health and wellbeing.

Values: Support Enable Advocate

- ii. Management team to lead on defining 'values'.
- iii.

7.2 Gala dinner raised £8,171 net profit.

7.3 Community fundraising group to meet on the 8th Jan 2019.

7.4 Away day

7.5

7.6 LPA – First Ark application

A revised business plan and application for £50,000 blended income (grant and loan) have been submitted and will be considered on the 20th November. The LPA steering group will meet in December.

7.7 Counselling report

MS circulated a written report on behalf of Issy Neill (IN).

7.8 Actions

i. Pilot counselling assessment process

It was agreed that IN will be asked to assess the ten Carers that had been on the waiting list the longest. This should take place in the new year when the capacity of the counselling team is expected to increase. IN will be asked to produce a report on what she has learned from the process and what steps should be considered in the future, for example a befriending service or group therapies. This report will then provide the basis for future funding applications.

ii. IN to be invited to give a counselling presentation at Board meeting on 13.12.2018.

8. Finance

Documents circulated for information:

- Balance sheet 31.10.2018
- Financial Activities for period April – October 2018
- Budget to Actual variance for period April – October 2018

These were accurate as of 30.09.2018. Due to staff illness it had not been possible to enter all transactions into Quick Books and complete the reconciliation for October 2018.

Currently awaiting payments totalling £12,000 from Children in Need and the Walney Extension Community fund.

MS circulated a funding diagram setting out areas of priority for funding applications.

MS will take the lead on preparing the major funding applications for Tudor Trust, Eric Wright and the Frieda Scott Trust.

Consideration needs to be given to how to manage applications to smaller funds moving forward.

8.1 Action

- i. MS and MG will revise the budget entries for the period Oct 2018 – Mar 2019. When the budget was initially set the value of the All Ages Service contract was unknown, and so based on the current entries it is not possible to generate an accurate position.
- ii. MS and MG will recalculate the current redundancy liabilities and present to the next meeting.

9. Any Other Business

LC to circulate suggested meeting dates for 2019 (Wednesday's).

RJ will present plate to key volunteers at Gala dinner.

Safeguarding leads are DM and MS. Gavin, Diane and Holly are all qualified Social Workers and have completed all the necessary safeguarding competencies.

DBS checks for staff and volunteers are completed or in progress.

10. Date of next meeting

Board of Trustees	Thursday 13 th December 18.00 – 19.00 at Stricklandgate House
Annual General Meeting	Thursday 13 th December 19.00 – 20.00 at Stricklandgate House

ACTIONS:

Action required	By whom	Date
Complete online safeguarding training, prevent and channel	Trustees	13.02.2019
Circulate level 2 Safeguarding course details to trustees	DM	08.02.2019
Recirculate the Charity Governance Code	LM	01.02.2019
Trustees to agree areas of specific responsibility with LC	Trustees	13.12.2018
Trustees to complete the online safeguarding training and send certificate to DM. DM will circulate the link.	DM	06.12.2018
Policy feedback/ summary of key findings sheet for staff	DM	13.12.2018
Draft Social Impact policy summary and process	Man Team	31.01.2019
Prepare policy assurance process	LC/ LM	28.02.2018
Clarify with accountant basis on which JB could be re-engaged on a free-lance basis	MS	23.11.2018
Develop and pilot a counselling assessment process	DM/ IN	31.01.2019
Invite IN to give a presentation to the next Board meeting	LC	31.11.2018
Re-forecast budget for period Oct 2018 – Mar 2019	MS/ MG	13.12.2018
Re-calculate redundancy liabilities	MS/ MG	13.12.2018

Signed:

E. Cornford

Position:

chair

Date:

13. 2. 19.