

Wincanton Community Venture, Charity No: 1080719

Trustee Board Meeting

Thursday 9th January 2025 6.30pm

Present	Michael Bainbridge (Chair), Mike Kelly, Emily Showering, Paul White, Sarah White, Tamsin Graham, Mike Rowlands, David Kemp
Apologies	Helen Hermanstein Smith, Tom McGauran, John Bartholomew,
Not Present	
In Attendance	Sue Place (CEO), Lu Jones (Finance Manager), Mark Payne (Secretary),

Item	Record of Meeting	Action by
1	Apologies for absence Apologies were noted from Helen Hermanstein-Smith, Tom McGauran, John Bartholomew	
2	Declarations of Business Interests of relevance to the agenda None	
3	Approval of the minutes from Nov 14th 2024 Agreed these were a true record. Chair signed a copy.	
4	Actions and Matter Arising from previous minutes Safeguarding training for Trustees – SM had emailed dates – trustees should indicate availability if they had not yet responded. Awaiting confirmation. Trustee biographies – complete Andrew or Emma to be invited to future meeting – carried forward Bank authorisations – paused, awaiting new Finance Trustee Visit of the High Sheriff – SP meeting with her 7/3/25	ALL SP

	<p>Skills audit -MB and MK to meet to discuss</p> <p>Development day dates – MB has asked for dates from MC, will circulate by email once a response has been received.</p>	<p>MB/MK</p> <p>MP</p>
5	<p>Finance</p> <p>Quarterly accounts will be ready next week. PW will review and circulate to all trustees. No issues at the moment.</p> <p>Fundraising and funding applications</p> <p>Big Give – very successful – raised £16,000 Winter Fair – amazing success – raised £30,000</p> <p>Embargoed until 20th Jan but successful bid to Armed Forces Covenant to support Military Families – will fund a worker two days a week.</p> <p>Successful £30,000 bid to support Winter Hardship.</p> <p>Received £15,000 in support from Patrick and Helena Frost Foundation</p> <p>SP is looking at working more closely with schools to address the increasing problem of non-attendance of young people who have often experienced significant trauma. The Balsam Centre will make a small charge to the school. This will be piloted with three students. As well as fitting well into the Balsam Centre’s key strengths this also has the potential to offer an income stream.</p> <p>MK asked if SP was comfortable with the capacity to deliver the project, which she confirmed she was. The idea was to start small and if it proved successful and scalable then would look to work with others to deliver.</p> <p>MK pointed out the project clearly set withing the strategic aims of the centre and therefore seemed to be an excellent project.</p> <p>Plans to apply to Children in Need for funding and also to be part of a consortium bid to the Arts Council.</p> <p>DK asked if the Agenda for board meetings should include an item such as CEO report where the trustees heard about the Business of the Charity – not in terms of wanting to interfere or</p>	<p>PW</p>

	<p>control, but as matter of information, interest and to ensure the aims of the Charity were being met.</p> <p>Agreed that CEO Report would become a standing item on board agendas to replace “Fundraising and funding applications”.</p>	MP
6	<p>Safeguarding</p> <p>None</p> <p>Data Security</p> <p>None</p> <p>Risk Management</p> <p>Continuing excellent work on Risk Matrix – would be shared with Trustees at March Board meeting</p>	MK
7	<p>Board Matters</p> <p>Trustee recruitment</p> <p>MB had been looking at advertising the Finance Trustee vacancy nationally. Significant costs were involved - £700 for Guardian jobs.</p> <p>MB will take further advice. Will be advertised shortly</p> <p>Update from Sub Committees</p> <p>Reminder the Remuneration Committee will meet on 13th Feb at the new time of 16:00</p> <p>Next Risk and Governance Committee to meet on the 20th January 2025.</p> <p>Meeting Frequency and Dates</p> <p>MB outlined three possible options:</p> <ul style="list-style-type: none"> - Keep six meetings a year - Keep six meeting for 2025 but aim to move to quarterly meeting for 2026 - Move to quarterly meetings now 	MB

	After discussion it was agreed that Board would retain six meetings in 2025 with aim to moving to quarterly.	
8	<p>Chief Executive succession</p> <p>SP thanked the board for accommodating her wishes and allowing her to stay on for a further two years.</p> <p>She now felt that it was appropriate to tell the Board that she wished to retire in the near future. She felt that a number of on going issues would be resolved by the end of March and that she would then be available for a long handover, and to support the new CEO as necessary.</p> <p>With the agreement of the Board and the completion of successful recruitment she felt that the end of August would be an appropriate time to step down.</p> <p>She wished to continue the Area Champion role for two days a week.</p> <p>SP and LJ left the meeting.</p> <p>Trustees discussed options moving forward for recruiting a successor. MB would take further advice from HR support, a decision as to the way forward would need to be agreed by email.</p> <p>MB thanked Tamsin Graham for her time on the Board, and wished her well in the future.</p>	MB

Date of next meeting Thursday 13th March 2025

Meeting closed at 8.05pm

Signed: