

The Centre, Brinsworth

MINUTES OF THE BRINSWORTH COMMUNITY TRUST MEETING HELD ON MONDAY 22 JUNE 2020

Those present :

Chairman : Cllr A Buckley

Vice-Chairman : Cllr J Williams

Councillors : Cllr Mrs M Hughes, Cllr S Ridge, Cllr Mrs M Rollinson, Cllr Mrs K Saxton, Cllr J Tompkins

Non Councillors : Mrs G Blank, Mrs S Widdowson

1 Apologies

Apologies were received from Cllr Gregory and the reason given was approved.

2 Brinsworth Community Trust & Trustee Issues

a. To establish the new board of Trustees.

Members of the Parish Council were in attendance and agreed to take on the running of the Trust as a corporate body acting as Sole Trustee. Simon Ridge (SR) indicated that remaining Trustee, Paul Soper (PS), has indicated that he would like to join the Parish Council and the Trust if his working hours can be accommodated. The Clerk was asked to contact PS and confirm this would be the case.

RESOLVED: That the running of Brinsworth Community Trust is passed to Brinsworth Parish Council who will act collectively as Sole Trustee.

b. To elect a Chairman

c. To elect a Vice Chairman

It was agreed that the Chairman and Vice Chairman of the Trust reflect that of the Parish Council for continuity. At the May Annual Meeting when the Chairman and Vice Chairman are elected this will then pass on to the board of Trustees.

RESOLVED: That Alan Buckley (AB) is appointed as Chairman and Jeff Williams (JW) is appointed as Vice Chairman of Brinsworth Community Trust.

d. To receive the resignations of the former Trustees.

The Clerk informed Trustees that resignations have been received from 4 trustees, David Lamb, Claire Dodd, Kay Neil and Dave Howlett-Wright due to commitment reasons.

It was also discussed as to whether the remaining Trustees should also formally hand in their resignation to reflect the clean break.

RESOLVED: That the resignation of the 4 Trustees been accepted and that the remaining 4 Trustees are also officially removed from the Trust. The Clerk was asked to contact each Trustee to confirm acceptance of their resignation.

e. To receive the reports from former trustees.

A report from David Lamb had been circulated to all Councillors and Trustees as well as a

response from Dave Howlett-Wright. A further report had been submitted by Sue Widdowson (SW) as a response to some of the comments made.

RESOLVED: That Trustees acknowledge the reports and that the Clerk should include that they have been received in her response to the Trustees resignation acceptance letter.

3 Constitution and Agreement

- To consider and approve the writing of a new constitution inline with Charity Commission advice.

The Clerk informed Councillors that the current constitution was quite wordy and didn't reflect entirely the objectives of the Big Lottery Funding. The Clerk had received a simple constitution document from another Parish Council who act as Sole Trustee and suggested that this should be looked at as an alternative.

RESOLVED: That the Clerk and Deputy Clerk look at writing a simplified constitution for submission to the Charities Commission when approved by the Board of Trustees.

4 Committees

- To consider and approve separate committees required and membership where applicable.

RESOLVED: That at this moment in time there was no need for separate committees.

5 Staffing

a. To receive an update on staff.

Prior to the meeting the Clerk had circulated a document detailing all the current staff, their position in the organisation, their hours, rate of pay and whether they were currently on furlough.

The Clerk informed Trustees that as restrictions were being lifted there would be a need to start bringing back some staff on a flexible basis.

The Clerk suggested that an interim management structure be put in place until a formal structure can be considered. The Clerk suggested that she take on overall responsibility for the Centre Managers and act as the go between to Trustees. The Clerk suggested that on a temporary basis that Helen Hall (HH) be appointed as The Centre's Business Manager to look after HR, premises management, administration and finance due to her 15 years experience as Business Manager for Howarth Primary School. The Deputy Clerk, Josie Huddleston (JH), has knowledge and experience of charity accounts and would be well placed to provide support to HH. The Clerk would provide support to the 3 managers.

Trustees asked the Clerk to provide a diagram of the structure for their use and as information for the staff on their return. Cllr Ridge suggested that it would be a good document to include in the induction pack.

RESOLVED: That the interim Management structure is approved and a diagram is to be produced.

b. To receive the resignation of Rhona Fisher.

Trustees were informed that Rhona Fisher had tendered her resignation as Operations and

HR Manager at The Centre and her reasons for doing so were shared. Due to being on a temporary contract her notice period is only 1 week. A handover to HH has been arranged for next week.

RESOLVED: That the resignation of Rhona Fisher is received and accepted. HH to respond.

c. To approve the temporary appointment of the Business Manager (replacement for Rhona Fisher) Helen Hall until a structure is approved.

RESOLVED: That HH is appointed as The Centre Business Manager on a temporary basis.

6 Manager's Report

a. To receive the report from the Clerk, discuss the points and approve actions.

The Clerk had circulated a report with a proposed plan of action for Trustees to consider and each item was discussed. The Clerk explained some of the points were temporary and some were long term goals.

The Clerk also updated Trustees on the current financial position of the Trust.

The Nat West bank balance as at 22nd June 2020 was £30,893.15. There is also an additional £10,495 in the Lloyds Bank account that is earmarked funding for future projects.

Councillors thanked the Clerk for the report and said it had given them ideas to consider.

b. To receive a report from S Widdowson

SW had produced a report and circulated it prior to the meeting. The report updated on the current use of the meeting rooms by K H Plant who are providing Covid19 training to businesses. As well as room hire The Centre is receiving money for food and refreshments.

SW gave an update on the hot food project and informed Councillors that RMBC have suggested there may be more funding available for the Centre to continue providing this valuable service and also increase the frequency.

An application for funding from Ward Councillors has been submitted for quality outdoor furniture to facilitate the reopening of the Café.

Applications are also being invited for other projects to be funded and SW asked Councillors to consider what they would like The Centre to apply for.

SW updated on the outstanding Insurance claims position and told them that the refusal to pay out is now being legally challenged via a number of channels.

SW gave her suggestions on how The Centre could operate going forward including Café and Reception opening times.

Groups are already asking when they can return to The Centre and SW is preparing for a reopening date of the 1st August which coincides with Yorkshire Day.

Councillors thanked SW for the thorough update.

7 Agenda Items

- To consider and approve agenda items required for the next meeting.

The Clerk explained that this part of the agenda has been used to identify urgent items of business that need to be included on the next agenda.

8 Date of Next Meeting

Councillors discussed how the first meeting had gone and agreed that doing a part zoom, part face to face meeting was not ideal.

RESOLVED: That future meetings will be held in the resources room at The Centre and social distancing rules will be adhered to at all times.

The Clerk asked how frequent Councillors required their meetings and was asked to produce a proposed timetable of meetings.

MEETING CLOSED: 20:00