



Brereton Million

Agenda Partnership Meeting 12th April on Zoom

		Actions for next month	Finance expenditure to spend this month
1.	<p>Welcome and apologies – Sue Merriman, Emily May, Tim Morton, Kate Waterworth, Sam Rushton, Mat Walker, Jack Burkinshaw, Kevin Mann, Karen Mann, Chris Stewart, Peter Fahy</p> <p>Apologies –Maria Smith</p>		
2.	<p>Declarations and Matters Arising – Kate felt that the last meeting with Chris Allen was confusing.</p>		
3.	<p>Finance Report – Led by Matt Matt Walker has not received the finance report from Support Staffordshire.</p> <p>Chris has done the payments for Brereton Can, there is one cheque outstanding that Chris needs signing for £150 and the total for Brereton Can event expenses is £5041, with £150 to be paid. Bouncy castle invoice was sent to support staffs. The other expenses that have gone through the hub are:</p> <ul style="list-style-type: none"> • Team building event • Emily’s wages • The lifting crane <p>The total for those above is £7000 from the hub account. Chris does need some things signatures for the accounts. Debbie has agreed to do the accounts again.</p> <p>Support Stafford is holding our accounts until end of May, He is assuming the 20k they withdrew 6-8 weeks ago should be sufficient until the end of May.</p> <p>Sue also noted that 2 payments are also outstanding (parish hall and guides) Once Kev gets the invoice, he is to get signature from Matt.</p> <p>Kev agreed to donate some money to the girl guides for their help with parking at the Brereton Can Event. Partnership agreed to pay £200 All agreed.</p>	<p>Matt to go and see Chris to sign the accounts</p> <p>Kev to send Parish Hall invoice to Matt</p>	<p>ALL AGREED TO PAY £200 TO GIRLGUIDES</p>
4.	<p>Brereton Million Structure – Led by Jack To consider how the structure will be moving forward, If the partnership is happy with the current roles and responsibilities that we currently have, with Chair, 2 Vice chairs, Secretary etc. or will there a new roles like President, etc.</p> <p>Jack did like the idea of a president’s role for the BM structure. Kev agrees that someone who can represent BM on events and away days. Jack asked if Sue has found some groups that have a president’s role? Sue has found that some</p>		

organisation's do have a president's role, and some don't. She found that the most Girlguiding areas are split into districts and divisions, each county level and division areas have their own president role. For example, Division would be Rugeley Town. The president doesn't host the group but is the face of the group, they bring everyone together, goes out, does the photos and is the face of the organisation for that division.

Matt mentioned that at the moment, we are a partnership with a separate cic and separate cio with trustees. At some point this needs to merge into one structure and ensure people have got the right roles and responsibilities.

Jack also mentioned that at present when we have our AGM and we disperse the partnership we hand over to Tim as our local Rep, However the plan moving forward when we finish with big local is we won't have a rep. The AGM will still happen every year with the CIO, the president role could be a 3-4-year term role as an honorary title and they then get handing over at the AGM to the president be the steady ship for a longer term than any officer may have in place. If we did lose a treasurer or the signatures, we have always got the issue of who is going to be that steady ship. Jack feels that having the president's role would tie everything in together.

Matt mentioned that he sees the president's role as a non-voting/decision making role. It wouldn't seek to overrule or undermine the trustees. It should be purely an honorary role.

The role for president was discussed about what that role would look like. Matt is concerned that the President having voting/decision making abilities will take away the importance from the trustees. Jack feels like the president's role should have the same responsibilities as a trustee in regard to voting, However the president role wouldn't have overall decision making. Like the chairperson if a vote falls to a 50% split in votes the chairperson has the casting vote. It would remain like that, the president wouldn't be able to overrule the chair however it's the rock that remains for the 3-year trustee term.

Peters concern is that one of our key objectives is that we need to find some more trustees and active trustees. He wouldn't like to see one of those places being taken up by a non-voting member.

Matt suggested writing up a term of refence for the presidency role.

Partnership Agreed to agree to presidential role.

Tim suggested in terms of the vote partnership Agreed to agree to presidential role, with a recommendation to the trustees of the CIO to make a change to structure of the CIO.

Sophie will jump on at the end of meeting to vote on what you need her to do. Sophie has given her vote.

Partnership to establish the Roles and Responsibly for the President.

5. Role and Responsibilities of Trustee – Led by Matt

The roles and responsibilities of trustees sit within the CIO in the 26-page document for that. We can have 2 people to change the cio if needed.

Kate feels that the documentation from the roles and responsibilities still isn't clear. She wants to know what a trustee is going to be doing.

Sue suggested going through each title and figuring out what each role is going to be.

Matts understanding is that following the meeting from Chris Allen there should have been a meeting for roles and responsibilities should be, however it was changed to policies and the financial report.

Jack wanted to confirm that everyone is aware of the role and responsibility of being a trustee. Everyone agreed they had seen the document sent out about the trustee role.

Karen wants to know how much time you give to the charity as a trustee.

Peter in his experience is that there should be clear purpose for the charity and what is the work plan. The big thing the charity is missing is more active trustees, and below that we need more active volunteers. This has been evident during previous events. The trustees must be active and present to get volunteers etc.

Kate would like a clear structure of what a trustee is on a day-to-day week by week structure.

Matt suggested breaking down each role and recognize what that will look like.

Matt suggested start a process of librarying each role that's in the plan for the trustee and who will be picking up each job for that.

Tim explained that a trustee does from his experience From sitting on a partnership, cic, cio, housing association. You're in a room looking at reports with decisions to take, which you take after a discussion. Which everyone present has been in that role already. The next step from that would be how do you take the delivery from your plan, to achieve the vision.

The role of trustee is to ensure the plan gets delivered, that doesn't mean the trustee has to go and dig garden benches in or whatever it may be, but it does mean that the trustees are the people to say, "has the garden benches been dug in, or how are we going to do that". The understanding he has from the structure BM are going for will be the board of trustees will meet formally 4 times a year and will be getting those views and setting the budget etc., there will be subgroups that may have trustees on or may have a coordinator for the different elements for the plan who will be meeting more frequently and coming to the trustees to say they would like so much money for the next quarter, and the trustees to make that decision to

	<p>or not give that money, and you will have your staff. Tim also recommended having 2-3 trustees who can support the staff, someone being the eyes for the money, someone who is a champion for each part of the plan, safeguarding.</p> <p>Matt to find some drafts for the roles and responsibilities to be documented for the top table. Jack also suggests having a volunteer trustee, which would take off the pressure from the admin.</p> <p>These are the roles the partnership discussed. ROLES:</p> <ul style="list-style-type: none"> • Presidency? • Chairperson • 2 Vice Chairs • Tresure/Finance Officer • Safeguarding Officer • Admin / Secretary/ Staffing Officer • Grants Officer • Volunteers Officer • Mentor Coordinator Officer <p>Mentor coordinator added into each trustee's role, chair must also go to each subgroup meeting.</p> <p>After discussing these roles, it was decided to create a description for each one that will be passed to the partnership for final completion.</p>	<p>Jack to send out the draft to everyone for the roles he's written down.</p> <p>Matt to find some drafts for the roles and responsibilities to be documented for the top table</p>	
6.	<p>Partnership Tasks – Nothing to add</p>		
7.	<p>AGM May – Led by Matt Meeting created from 10th May 7pm. All agreed that everyone understands the roles and responsibilities ready before the AGM.</p>		
8.	<p>Staff and Employment – Led by Peter Peter mentioned everything was ready for Sue to be tuped over, Sue had a meeting with centric where they thought Gary had agreed for the April date, As Gary hadn't said otherwise. When prompted on the day Gary said that the employment would transfer on the same day as everything else. The situation with Sue's post is its ready to go and be tuped over. Peter is working with Emily and Sue regarding there job descriptions so he can then set up the admin worker as a paid role with centric. It's been agreed a new salary for sue and some other terms and conditions. Peter apologised to Sue for the mess around with this.</p> <p>Peter suggested that the chair should be line manager to the community support worker moving forward and to make sure the community support worker has the correct support and supervision moving forward.</p> <p>Chris mentioned that a contract needs doing for the cleaner of the hub. She also feels that the email regarding Sues pay rise is disgraceful when she is only getting £2.50 more than the admin role.</p>	<p>Peter to speak to Chris separately and send a further proposal around.</p>	

	<p>To be discussed separately when Emily May and Sue Merriman aren't present.</p> <p>Jack asked if the insurance quote needs to be circulated round to everyone else.</p>	<p>Jack to send to everyone.</p>	
9.	<p>Big local update – Led by Tim. Connect has been sent out by Matt Leach. Tim checked in with Chris Allen today after being poorly. Megan flack at local trust responded to Gary's request to an extension to the plan. The plan is now extended till may the 31st. Tim would like to know where we are with the bank account. Signatures have been done. So were awaiting paperwork, we have received no emails but did get told it could take up to 6 weeks for the paperwork to come back.</p> <p>Chris Allen did ask what was going on and he has found that his emails to a Gmail account are bouncing back. Local trust is awaiting policies and bank account is to be confirmed.</p> <p>Chris will need to a copy of the financial regulations and it to be minuted by the partnership that they agree to it. Chris is also waiting on other policies too that jack will discuss with Sue.</p>	<p>Jack to discuss and sort this with Sue.</p>	
10.	<p>Constitution – Nothing to add</p>		
11.	<p>Updates from any other groups we maybe apart of... Jack found out about the easter holiday activities run by BVYG, Sue and Sam explained what they have been doing and that it went well.</p> <p>A Lady has offered a free 6-week course with horse therapy for Brereton million and Brereton Residents. Sue has asked if Brereton million can provide the transport for that. Everyone liked the idea. Sue, Sam, and Peter to go and see the lady to find out more information.</p> <p>Sue also met a lady who does donkey and turtle therapy, who is looking to fund a trailer she is willing to work with the person for free. Jack was concerned about the logistics for this. Tim suggested this needs to be presented correctly with a proposal etc.</p>	<p>Sue to send out all the information to everyone</p>	
10.	<p>A.O.B – led by Jack The toilet in the hub, the door is completely rotten away, and the other toilet is locked. We are down to one toilet.</p> <p>Help a squaddie is going for a 5k grant to help to do up the train carriage. Kev suggested created a plan for what it's used for and making it watertight. Kev also suggested a temp tarpooling to keep the water out of it. Kev will be back from his holiday on the 28th of April.</p> <p>Peter asked for people to put the word out for some trustees. And keep people in mind for it.</p>	<p>Jack to come to the hub and try and fix it tomorrow.</p> <p>Kev to sort out tarpooling when he is back off his holiday.</p>	
11.	<p>Date of Next Meeting – AGM - 10th May 7PM</p>		