



## **Minutes Trustees meeting 6<sup>th</sup> September 2018**

### **Present:**

Sheila Rowley [Chair] Richard Anderson, Linda Fugill, John Rowley

**1. Opening Prayer** – John opened the meeting in prayer

**2. Apologies**

Lizzie Evans

**3. Minutes of Previous Meeting held on 28<sup>th</sup> June 2018**

Agreed and signed

**4. Matters Arising from the Previous Meeting**

There were no matters arising that would not be discussed in the meeting.

**5. Roles and Responsibilities**

Sheila thanked everyone for their continued and much valued commitment to WVFB

She also acknowledged that the roles and responsibilities would continue to evolve in the light of changing demands and circumstances. A major factor in this will be the internal appointment of a salaried support assistant and the consequence of the forthcoming Universal Credits rollout.

It was also recognised that the commitment made by individuals will inevitably fluctuate according to volunteers' personal circumstances. The meeting agreed that the Trustees and the Management Team have a responsibility to be sensitive to this and be ready to respond and adapt accordingly.

It was also suggested that Trustees might gain a valuable insight regarding the practicable day-to-day workings of WVFB if they could [*on occasions*] attend a Distribution Centre session/Operations team meeting.

Richard agreed to chair the next meeting in his role of Vice Chair.

**6. Finance**

Accounts to 31<sup>st</sup> August 2018 were reviewed and accepted

John confirmed that we have yet to be invoiced by NTW for the costs of moving to Northgate. However, NTW have re-affirmed costs are within the original budget which still leaves WVFB with a projected balance of £31,000 at the end of this financial year.

John is still in discussion with CAF Bank regarding signatories and debit card arrangements.

**Action - John**

## **7. Project Manager's Report –**

8. Linda indicated that volunteer induction is now been carried out on a “group basis” at which she will be encouraging an expectation that volunteers will work across all Distribution centres. Part of the volunteer induction session will be given over to the requirements of WVFB's Safeguarding Policy

The statistics presented to the meeting had subsequently proved inaccurate in relation to July. This was the result of Referral Forms being stored in two different places.

## **9. Proposal from Operation Team [Re-Salaried Support Assistant]**

Sheila explained that following a recruitment process, an appointment has been made. We are very much looking forward to Diane Keltie joining the team when she takes up her appointment commencing 1<sup>st</sup> October 2018.

Diane's contract of employment and payroll arrangements are currently in hand and will be finalised prior to 1<sup>st</sup> October 2018. *[Diane's appointment date]*

**Action- Sheila**

## **10. Policy Review**

### **Safeguarding :**

Linda confirmed that all volunteers be asked to acknowledge awareness of WVFB's Safeguarding Policy

**Action - Linda**

**Lone working Policy:** this requires revision in the light of Diane's appointment. Door access and intercom arrangements to be investigated

**Action - Sheila and John**

## **11. Northgate Premises**

For various reasons NTW have been unable to submit a formal lease on us for the Northgate premises. However, they assure us that this should not be of concern and it will reflect the draft head of terms agreed in January 2018.

## **12. Other Business**

It was been agreed to issue all volunteers with personalised photo identity badges. Badges and lanyards have been purchased. Inserts to be produced.

**Action - Richard**

## **13. Date of Next Meeting**

Thursday 15<sup>th</sup> November 1.30 at 27 De Mowbray Way Lancaster Park Morpeth  
NE61 3RE

## **14. The meeting closed in prayer**