



Minutes Trustees meeting 26th March 2019

Present:

Sheila Rowley [*Chair*], Richard Anderson, Chris Grocock, Linda Fugill, Lizzie Evans, John Rowley

1. Opening Prayer

Richard opened the meeting in prayer

2. Apologies

None

3. Minutes of Previous Meeting held on 15th January 2019

Agreed and signed

4. Matters Arising

- from the Previous Trustees Meeting

- a. Richard reported personalised photo identity badges have been issued to all but 17 volunteers and will arrange a letter of thanks to Barry Bullas

Action - Richard

- b. John to install smart doorbell/intercom arrangement on front door

Action - John

- from the Previous Operations Meeting

- c. The operations team continue to explore alternatives to plastic carrier bags and [*item 7 below*]

5. Roles and Responsibilities

Sheila suggested that the Trustees group and WVFB may benefit from additional trustees with specific managerial, warehousing, and financial experience.

Sheila to raise the possibility of a representative from Newbiggin with Rose - Marie Lizzie is not able to take over as Secretary to Trustees Meeting. Richard agreed to be Secretary; he would alternate with Sheila when he is chairing the meeting

Composition of Operations Team – this had been reviewed to reduce the number of people, whilst still continuing to be representative. There is now a driver representative on the team

6. Finance

Accounts to 26th March were reviewed and accepted. It was agreed to split the costs of stationery and telecoms.

Action - John

John confirmed that we are still awaiting an invoice from NTW for the costs of moving to Northgate. A meeting with NTW to finalise these costs and agree the terms of the Northgate lease has been arranged

Action - John

7. Project Manager's Report –

- a. Linda referred to the local holiday hunger program who are working with families and children who are identified to be in food poverty during the holidays [Creswell – Lynemouth – Linton – Ellington]
- b. Sean has been involved in investigating and costing various scenarios with CELL
- c. Some funding is available from various associated agencies and should in theory be self-funding with little cost to WVFB
- d. Chris is also part of this project and he and Linda will be attending a planning meeting 27th March which should be able to identify the extent of WVFB's possible involvement.
- e. Operations Manual – awaiting lone working policy

8. Administration Assistant - post review

It was agreed that Dianne's hours be increased from 3 to 5 hours per day with effect from 1st May 2019. It was suggested that she work from 9.00 am until 2.00pm, using the first hour as Administration time.

Action - Sheila

9. Transport Arrangements: We now have an agreement with Enterprise where we can hire a van at short notice and with no deposit.

10. Review AGM: It was agreed to hold next year's meeting at Holy Sepulchre Ashington and to incorporate photographs.

11. Other Business: Social Event – a menu from Bar Luga was considered. Other venues to be pursued.

12. Date of Next Meeting

Tuesday 21st May 2019 1.30 at 27 De Mowbray Way Lancaster Park Morpeth NE61 3RE

13. The meeting closed in prayer