

# RUTLAND FIRST CIC BOARD MEETING

14 June 2024

## **MINUTES**

A Board Meeting of Rutland First CIC was held on Friday 14<sup>th</sup> June 2024. The meeting was in Wing Village Hall from 11.00 to 13.00.

### **Present:**

Liz Clarke  
Helen Cullen  
Carole East  
Paul Kitson  
Jeannette Warner  
Miles Williamson-Noble  
Gina Head  
Sharon Milner  
Michele Evans

### **1. Introduction, Apologies & Conflicts of Interest**

Confirmed that the meeting was quorate.

### **2. Minutes of Board Meeting of 8 March 24**

#### **a. Approval**

The minutes were approved for accuracy and signed by the Chair.

#### **b. Actions reviewed**

- **Ongoing Action: Leicester and Rutland Fire Service continue discussions @Helen Cullen.**
- **Ongoing Action: Yoga is possible but investment is needed to make this happen. Action to review funding position at the end of the month @Miles Williamson-Noble**
- **New action: share Rutland First website details with the local schools contacts @Miles Williamson-Noble and Sharon Milner**

### **3. Finance**

#### **a. Management accounts**

- We reviewed the Uppingham Youth Project last quarter financial statement and discussed run rates. Suggestion that £250 per month can be spent on materials/contracted services on Uppingham Youth Project
- **Action: £250 per month to be communicated to UYP team to spend @Sharon Milner**

#### **b. Arrangements for annual accounts**

- **Action: Draft to be created by the end of the month to Bulley Davey. Paul to send around draft ahead of the submission. @Paul Kitson**
- Management accounts approved.

#### 4. Report on Uppingham Youth Project

- Youth space is thriving, around 30 per session.
- 2 sessions: one lunch time 10-30 children, one after school up to 35 children. Different groups. Lovely activities, amazing staff. Excellent example shared of a child taking control of and running the activities.
- Decision to stay inside at lunch time after trial out on the field.
- The young people made a pallet for the Rutland Show and won a gold award.
- **Action: The team are approved to investigate costs on First Aid, Mental Health First Aid and Food Hygiene training @Sharon Milner. (@Miles WN to cover MHFA training.) If there is an opportunity to involve Whissendine team please let them know.**
- **Action: Investigate what training UCC have access to for the staff of Uppingham Youth Project to align to the schools Safeguarding strategy @Liz Clarke**

#### 5. Report on Whissendine Youth Group

- Code of conduct was agreed to by the young people.
- Attended parish council meeting and in local magazine to advertise the club. Nat advertises on social media each week. 3 new Y6 children from Whissendine school attended.
- Sports session to be investigated.
- Made mini pizzas together and are having good fun.
- **Action: Feast Week July: been asked to assist in the games, the team will suggest this to the children@ Michele Evans**
- **Action: Community allotment session to be planned @Michele Evans**
- **Action: to find out what the Tesco community fund funds can be used for @Miles Williamson-Noble.**
- **Action: consent forms need to be filled out and confirmation to Miles @Michele Evans**

#### 6. Extra item arising: Risk Discussion

- We currently don't have an up-to-date risk register and we need one.
- All activities – the Board needs to consider and assess the individual perceived risks that we face in doing what we are doing and share them with the whole team.
- In addition, every activity which is organised for the young people should be risk assessed before it happens. It is very important that this is all documented. If we can't accept the risk then it shouldn't happen. Where possible we should ask bodies, parties or people who are running activities etc for us to provide a copy of their risk assessment and their insurance cover.
- **Action: The Board as a whole needs to identify and agree the key risks, define them, consider how we are already mitigating them and what else can be done to further mitigate or eliminate the risk. The Board then needs to sign off on this and agree to accept any remaining risk or find another way/stop doing it if we can't accept the risk. We need a**

system to rate risks – simple – not complex @Helen Cullen will lead as the risk and audit director and asked all parties and areas of activity to please forward their thoughts on specific risks they perceive to her by mid-July. Employees and key volunteers should be included in this exercise.

## 7. Staff Contracts

- Hatty and Alice's fixed term contracts both expire in December this year. If they are to be contracted to the end of the National Lottery funding they will have to transfer to permanent contracts, as fixed term contracts cannot be used for more than 4 years. JW explained the implications of this.
- If we get funding from Children in Need for the Whissendine Youth Group, we will have to advertise the new Youth Leader post publicly.
- **Action: Discuss with Hatty and Alice that they will be offered permanent contracts with Uppingham Youth Space @Miles Williamson-Noble**
- **Action: Create an advertisement for a part-time Youth Leader for Whissendine Youth Group @Miles Williamson-Noble**

## 8. Funding Bids

- National Lottery first draw agreed on 1<sup>st</sup> September.
- Tesco Whissendine funding total is to be decided in July.
- Children in Need bid questions being worked through.
- **Action: the major cost of Whissendine Youth Group is the village hall (max £700 py), then future staffing. In lieu of the above funding being received apply to Parish council and coop Oakham for extra funding @Michele Evans**
- **Action: Remind which funds can be used for what activities @Miles Williamson-Noble**

## 9. Safeguarding Audit

- Reviewed the safeguarding checklist from the NSPCC as a board.
- Carole and Sharon shared their views on the safeguarding audit.
- Online safety security training run by the Museum was excellent.
- Annual review of audit agreed to, this complies with Children in Need requirements.
- Prevent training is required and agreed to in the audit.
- All training requirements reviewed and gaps to be closed by the youth teams. Refer to action in point 4 above.
- Board agreed to ask any contracted services provider to share their risk assessment of the event as best practice.
- **Action: complete the document by early summer holidays @Carole East, Sharon Milner**
- **Action: share the document on a Weds in the early summer holidays with both groups of young people @Carole East, Sharon Milner**

## **10. AOB**

- None

## **12. Date and Location of Next Meeting**

Originally agreed as AGM 13<sup>TH</sup> September, but subsequently changed to Friday 4<sup>th</sup> October between 11.00 and 14.00, to include informal lunch.

**Action: HC to book the Village Hall**

**Action: Invite Alice, Hatty, Nat and each to provide something for lunch.**