

## **RUTLAND FIRST AWAY DAY**

**FRIDAY 3 FEBRUARY 2023**

### **MINUTES**

An Away Day to consider planning for the future of Rutland First CIC was held between 10.30 am and 3.00 pm on Friday 3 February 2023 in Wing Village Hall.

The agenda was intended to focus minds, but not intended to exclude other ideas that might arise during the meeting.

Present:

Liz Clarke  
Helen Cullen  
Dr Carole East  
Gina Head  
Paul Kitson  
Jeannette Warner  
Miles Williamson-Noble (Chair)

Apologies;

Val Clark

#### **1. Notes of meeting held on Zoom on 21 January 2021**

The minutes of the future planning meeting of 21 Jan 21 had been provided to members. Since much had changed since then, they were not reviewed again.

#### **2. Uppingham Youth Project**

##### **a. Staffing including sick and maternity leave cover**

Ellie Marshall had tendered her resignation for medical reasons. It was possible that she might attend occasional activities, but she did not feel that she had sufficient energy to manage the project. Charlie Pallett was due to have a baby in May and would be taking maternity leave for 6 months from April. MWN had placed advertisements for maternity cover for the Youth Leader on the Volunteer Plus website run by Citizens Advice, on the Rutland First website and Facebook page, and with the employment agency Indeed. Applications were being received and sifted, and potential candidates would be invited for interview.

It was suggested that we might want to employ two individuals to cover both the Wednesday afternoon sessions in the Town Hall and the possible lunchtime sessions at UCC.

**Action: JW, LC, MWN and Nat Stiles to interview shortlisted candidates**

b. Volunteers including recruiting more and involving Board Members

There were 3 main unpaid volunteers. This was tight if any were off sick or otherwise committed but was just sufficient. [*Note. Since the meeting, one of the regular volunteers has had to drop out for medical reasons*].

MWN suggested that Board members might like to join occasional Wednesday afternoon sessions as volunteers. This would help them to understand the project better and would be helpful to the staff. CE, GH, JW, PK and MWN indicated that they would be interested in attending once every 6 weeks or so.

**Action: LC to ask the Youth Leader to produce a roster for Board Members**

It was suggested that volunteering to help could be a valuable activity for those at colleges such as Tresham in gaining experience and building a cv.

c. Frequency of meetings

It was agreed that, for the present, a second afternoon session was not required.

d. Location of meetings

The Town Hall was providing a good base for activities on Wednesday afternoons, but somewhere else would have to be found if the number of afternoon sessions were increased in future.

e. UCC lunchtime activities

Discussions were ongoing with UCC about holding a Wednesday lunchtime session at the school, and possibly setting up an ecogarden. Staffing and support commitments needed to be investigated further before any decisions could be made. It was suggested that Easter should be set as a deadline for UCC to agree plans for the ecogarden, and that LC and JW would investigate producing a plan.

**Action: LC and JW to produce a plan for the ecogarden**

f. Funding

PK summarised the current financial position. There were adequate funds to keep staffing and activities going until September, but additional funding would be needed after then. Possible sources were: National Lottery, Co-Operative Society, Tesco, Police and Crime Commissioner, Rutland Lions and Mick George. JW undertook to speak to Lands End about possible sponsorship of Youth Space hoodies.

**Action; JW to approach Lands End**

**Action: LC to talk to Rutland Lions about availability of funding**

Expenditure on insurance and accountancy support would have to be reduced. Equipment kept at the Town Hall was worth about £400 and would need to be covered.

**Action: PK and MWN to speak to Bulley Davey and insurance brokers**

g. Other suggestions

Suggestions for activity sessions for the Youth Space included: first aid, a visit to or by the fire service, police, defibrillator, Ketton mosaics and an IR camera to detect badgers at night.

**Action: LC to progress 2 of these ideas with the rest followed up by new staff**

Charlie Pallett would be given the go-ahead to develop a dedicated website for the Uppingham Youth Project.

It was agreed that the Youth project should be able to benefit from Lottery funding targeted at creative arts and sporting activities in the schools.

**Action: MWN to send LC a list of CASA activities previously contracted**

**3. Resilient Rutland Legacy**

a. Activities to July 2023

RCC had undertaken to fund counselling in secondary schools and bereavement counselling for all schools until July 2023. HC was managing the programme in conjunction with Relate.

**Action: HC and MWN to meet RCC and Relate in the Easter holidays to discuss options for providing the service after July**

**Action; MWN to ask NHS for plans, timescales and assurances relating to MHST**

It was hoped that the National Lottery would approve using underspend on the grant until July 2023 [*Note this has since been approved*]. MWN would offer the secondary schools a total of £9,000 split equally between them, and the primary schools £18,000 on a first come first served basis. All to be invoiced before the end of July.

**Action: MWN to contact schools**

b. Activities after July 2023

If RCC funding for counselling was not extended beyond July, and the Mental Health Support Teams were still not deployed in all schools, Rutland First would investigate the possibility of finding other sponsors, perhaps on the basis of matched funding with the schools.

**4. Other areas of possible interest within our aims**

a. Young people

Rutland First would like to continue supporting young people, but at present was only involved with the final work of Resilient Rutland and the Uppingham Youth Project. Members said that they would like to continue being involved with the secondary school forums which had been set up.

**Action: MWN to request invitation to secondary school forums**

b. Mental health

Rutland First might want to stay involved with counselling after July 2023 if RCC and/or the NHS did not pick it up. We have no experts, so any involvement would be restricted to helping fundraising to pay for Relate coverage.

c. Health and social care

Members were not aware of any health and social care activities where Rutland First could make a contribution.

d. Military

The Lord-Lieutenant had previously suggested that Rutland First should give attention to supporting military families, but it was not clear what we might do.

**Action: JW to talk to Lord-Lieutenant to see what she had in mind**

**Action: MWN to speak to RCC military representative about ideas**

e. Healthwatch Rutland

Rutland First had previously acted as Healthwatch Rutland, but in 2018 had lost the contract to continue providing the service. The current Healthwatch had a contract until April 2024, and bidding for a new contract would probably be carried out over the summer of 2023. Members felt that the current Board had no particular expertise in this area and so it would be pointless to bid for the new contract.

f. Other

The Board felt that it had skills to offer in support of other groups that might be trying to establish a presence but which needed help with governance or bidding for funds. Informal asking around had not produced any leads, so it was decided that we would advertise our willingness to support other agencies operating within the areas covered by our aims. GH offered to produce a draft notice.

**Action: GH to draft an advertisement offering help to groups trying to set themselves up**

## **5. Board membership**

a. Recruitment

i. Skill shortages

The Board does not have any members with a legal background, but when legal advice was needed we sought this externally. Hegarty's had kindly provided legal scrutiny of contracts pro bono.

ii. Sources of recruits

Eight of the 10 Board positions are filled with no immediate prospect of members leaving. It was felt that this was adequate and that rather than recruiting to fill the vacancies, we should wait to see if Rutland First took on responsibilities for any other areas and then invite individuals from that group to join.

b. Members specialist areas

i. Audit and Risk	Helen Cullen
ii. Finance	Paul Kitson
iii. Safeguarding	Val Clark
iv. Social media and marketing	Gina Head
v. HR	Jeannette Warner
vi. Uppingham Youth Project	Liz Clarke
vii. Data analysis and educational advice	Carole East
viii. Bid research and submission	Helen Cullen and Miles W-N

MWN thanked LC for all the work she was doing supporting the Youth Space while completing her many other responsibilities.

c. Chair, Vice Chair, Board Secretary and Company Secretary

Members wished MWN to continue as Chair and thanked him for his efforts.

It was agreed that there was no need to appoint a permanent Vice Chair, but that a temporary Chair would be elected for any meetings at which the Chair was not present.

GH offered to take minutes of future Board meetings.

PK offered to take on the reporting responsibilities of Company Secretary.

**Action: GH to take Board minutes and PK to provide company reports to Companies House**

6. Meeting dates for 2023

**Board meeting - Friday 12 May 2023 10.30 to 12.30**

**AGM – Friday 15 September 2023 10.30 to 13.00**