

RUTLAND FIRST CIC BOARD MEETING

12 December 2023

MINUTES

A Board Meeting of Rutland First CIC was held on Tuesday 12 December 2023. The meeting was in Wing Village Hall from 10.30 to 12.30.

Present:

Liz Clarke
Helen Cullen
Carole East
Paul Kitson
Jeannette Warner
Miles Williamson-Noble

Apologies:

Gina Head

In Attendance:

Sharon Milner

1. Introduction, apologies & conflicts of interest

Apologies were noted, and it was confirmed that the meeting was quorate. The Chair introduced Sharon Milner, who until recently had been a local primary school head teacher, and was potentially interested in joining the Board. There were no conflicts of interest declared.

2. Minutes of Annual General Meeting of 15 Sep 23

a. Approval

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

b. Actions arising

Para 4. The photos that had been included in the Word version of the Resilient Rutland end of project report were not of a sufficiently high quality to be suitable for hard copy printing, and originals were not available. It was decided not to take up Warners' kind offer of printing hard copies.

Para 4b. It was decided that installing a printer in Uppingham Town Hall and attempting to control access would be unduly difficult. None of the youngsters had expressed a need for printing, and so it was decided not to proceed with seeking funding to buy one.

Para 5c. PK was in the process of reducing the support from Bulley Davey. MWN had investigated possible alternatives to using Bulley Davey as the registered company address for Rutland First but had not been able to find anyone prepared to do it for free. Bulley Davey had offered to continue the service for an annual fee of approximately £100 and this had been accepted.

Para 8. Although Citizens Advice Rutland offered a free meeting room which could be used for Board Meetings, this would entail members having to pay parking charges. It was decided to continue to use Wing Village Hall when available and pay the modest charge involved.

3. Rutland First Management Accounts

Expenditure on Resilient Rutland had exactly matched the amount of grant received and the National Lottery had accepted the accounts. PK had circulated accounts for Uppingham Youth Space and Whissendine Youth Group for the 6 months up to 30 November 2023. The accounts were approved.

4. Uppingham Youth Space

a. Staffing and Volunteers

LC mentioned that although we had a reasonable number of volunteers, Alice was often finding it difficult to get sufficient coverage for a whole session. The grant from the Police and Crime Commissioner and the bid to the National Lottery were both costed on the basis of 9 hrs per week part-time staffing. Rather than increase Alice's hours, members thought that it would be better to recruit a part-time Assistant Youth Leader for 3 hrs per week. LC suggested that her daughter Harriet Bryan might be interested and the Board agreed that she should be approached.

Action: LC and MWN to approach Harriet, check that Alice would be happy with this solution and arrange a contract

Board members were encouraged to consider volunteering to help on an occasional basis. MWN would let Alice have a note of their contact details.

Action: MWN to provide Alice with Board member contact details

b. Activities

There had been a regular programme of external agencies being brought into Youth Space. Some had charged and some were free. The youngsters had enjoyed the activities, although some appealed more to the girls than the boys and vice versa. Various suggestions were made for further activities and Board Members agreed to investigate as follows:

- How to manage one's finances PK
- Dog training HC and Sharon Milner
- Air and Army cadets JW and MWN
- Yoga CE

Action: PK, HC, JW, MWN, CE and Sharon Milner to investigate possible outside activities and notify Alice

One or two of the youngsters had been misbehaving in their approach to the volunteers or by mild bullying. It was decided that an additional policy outlining acceptable behaviour was needed, and that the opportunity should be taken to review the safeguarding policy and make it relevant to Whissendine as well as Uppingham. JW offered to provide a copy of the UCC policies, and CE and Sharon Miller agreed to take this forward.

**Action: CE and Sharon Milner agreed to look at the relevant policies
JW to provide copies of UCC policies**

c. Grants from Co-Op and PCC

The Co-Op Community Fund had agreed to support Uppingham Youth Space. 2p in the £1 spent by Co-Op members who had chosen Youth Space as their charity in the Uppingham Store or at Corby Funeralcare would be donated in November 2024. The offer did not include the Oakham store or Oakham Funeralcare as they were part of a separate corporate entity.

The Police and Crime Commissioner's Safety Fund had agreed to donate £9,974 to Youth Space for the calendar year 2024. This would be paid in early January. Reports would be needed at the 6 month and 12 month points.

d. Bid to National Lottery

A bid to the national Lottery for £80,500 over 5 years had been submitted and had successfully passed the initial screening. A more detailed bid answering points raised by the Lottery and with a detailed budget was now required. The budget would be adjusted to allow for the PCC support in the first year. LC and MWN would work on this once they had spoken to the Lottery Funding Officer about what exactly was needed.

Action: LC and MWN to produce detailed bid and costings

e. Other Contributions

Eric Crombie had very kindly presented Youth Space with £500 on behalf of Home in Uppingham.

A bid had been submitted to Uppingham Town Council for £3,064 to cover staff pay and room hire for 6 months. The presentation to the Councillors was made by Chloe, one of the Youth Council members, and was met with applause all round. Although the Council would have liked to meet the bid in full, they did not currently have enough in the bank and so awarded us £1,532 with an invitation to return in 3 months' time with a further bid. It was suggested that the Youth Council might like to make presentations to the Council from time to time on matters of interest and concern to the young.

5. Whissendine Youth Group

The Chair explained that the Whissendine Youth Group was now open for 11 – 16 year olds from 4pm to 5.15pm on every Monday in term time. Meetings were held in the Whissendine Village Hall. Typical attendance is about 12 youngsters and 6 volunteers. No paid staff are involved although Nat Stiles, who is paid by the church, is a regular volunteer. Toast and Nutella is offered to those who attend and is very popular. A range of games and activities had been purchased with the money provided by Resilient Rutland. The Group had successfully bid to Whissendine Parish Council for sufficient funds to cover the hire of the hall and provision of snacks and other consumables for a year. This grant is held in the Rutland First CIC bank account and is paid out to the Village Hall and the Group Treasurer in accordance with Rutland First Financial Procedures.

MWN had visited the Group and discussed the various DBS, safeguarding and other procedures required for safe operation. The only shortfall was that the group needed to introduce a procedure for recording contact details for the youngsters in case of accident or emergency.

The youngsters did express an interest in having outdoor activities in the summer. This would require further thought on how to get to and from the village sports field, what extra equipment might be need and how this could be funded.

It was suggested that Whissendine Youth Group might like to nominate one of their volunteers to join the Rutland First Board.

Action: MWN to discuss possible Board representation

6. Volunteers

Sharon Milner had indicated a possible interest in becoming a Board member.

Action: MWN to talk to Sharon outside the meeting

7. Any Other Business

It was agreed that it would be a good idea for all members of the Board who had not already been DBS checked to be cleared.

Action: MWN to submit names for DBS clearance

8. Date and Location of Next Meeting

It was decided to continue using Wing Village Hall for Board meetings, subject to availability. GH had requested that, when possible, meetings should be held on a Friday. It was agreed that the next meeting would be held on Friday 8th March between 10.30 and 12.30

Action: HC to book the Village Hall