

RUTLAND FIRST CIC BOARD MEETING

12 May 2023

MINUTES

A Board Meeting of Rutland First CIC was held on Friday 12 May 2023. The meeting was in Wing Village Hall from 10.30 am to 12.00 noon.

In attendance:

Helen Cullen
Paul Kitson
Jeannette Warner
Miles Williamson-Noble

Apologies:

Val Clark
Liz Clarke
Dr Carole East
Gina Head

1. Introduction, apologies & conflicts of interest

Apologies were noted, and it was confirmed that the meeting was quorate. There were no conflicts of interest declared.

2. Minutes of Board Meeting of 17 Jan 23

a. Approval

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

b. Actions arising

Para 3a and b. The National Lottery had agreed to extending the time for completion of project payments to July 2023, and had asked for the Final Report to be completed as at 29 July 23.

Para 3d. Arrangement for refund of bereavement counselling costs had been agreed with RCC.

Para 4b. UCC had gone cold on the idea of an eco-garden and so no funding had been applied to purchase gardening equipment.

Para 5a. PK and the Chair had held discussions with Bulley Davey over the possibility of reducing costs. The services the company offers are annual verification of accounts, payroll support and provision of a company address. Although the charge for monthly payroll support is almost as much as the monthly payroll, Bulley Davey were not prepared to reduce costs. It was decided that:

- Bulley Davey would be invited to verify the annual accounts for 2022-23, as these were substantial, but that future accounts would hopefully be verified pro bono by an individual external to the Board.
- PK would look for other cheaper sources of payroll support and an accounting package similar to Xero

- Consideration would be given to finding an alternative registered address for Rutland First if Bulley Davey were no longer contracted.

Action:

PK to investigate the above options and make recommendations to the Board

Para 4b. Oddie Dalton had proposed a reduced cost insurance policy which had been accepted.

Action:

MWN to circulate copies of the revised insurance cover to Board Members

3. Minutes of Away Day of 3 Feb 23

a. Approval

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

b. Actions arising

Para 2f. JW had approached Lands End for help with funding hoodies for key Youth Space team members but had been thwarted by changes in the Chief Executive role. She would try again once the staff changes had settled down.

Para 5f. The Chair had been interviewed by Rutland and Stamford Sound with the interview being broadcast in two halves.

4. Rutland First

a. Management Accounts

PK tabled separate management accounts for Resilient Rutland and Uppingham Youth Project. The forecast final underspend on the National Lottery Resilient Rutland grant was £2,237 and it was hoped that the Funding Officer might allow us to keep this. Uppingham Youth project had a balance of £6,013. This would comfortably see it through until the end of the National Lottery one year funding on 1 September 2023, but additional funding would be needed after this.

Action

PK to produce draft annual accounts for 1 Apr 22 to 31 Mar 23 for Bulley Davey to verify

b. Annual Report

The Chair reported that he had not yet started work on the Rutland First Annual Report. The report could not be completed until copies of the verified annual accounts and the Resilient Rutland Final report were available.

Action

MWN to produce Rutland First Annual Report in time for the Annual General Meeting on 15 September

5. Resilient Rutland

a. Underspend

The Chair tabled a spreadsheet showing the bids that had been made by the schools and youth groups for activities and equipment to be funded out of the remaining National Lottery grant. There was still £11,538 that had been approved for expenditure but had not yet been invoiced. The Chair would chase the schools to check whether they were on target to use all their allocations or whether some primary schools could be authorised to spend more than the £1,000 initially approved.

Action

MWN to check progress on underspend commitments with schools

b. Final Report

PK would produce a Final Report for Resilient Rutland covering the period from January 2019 to July 2023. This would make use of the draft produced in July 2022 by Morag Tyler with additional material covering July 2022 to July 2023.

Action

PK to produce draft Resilient Rutland Final Report by August 2023

c. Ongoing counselling and future funding

Relate had been funded directly out of the National Lottery grant until December 2022. From then until July 2023 RCC had offered funding for Rutland First to continue contracting Relate for both general counselling for state secondary schools and bereavement counselling for both primary and secondary schools. Contract arrangements had been working well, but Relate had been invoicing Rutland First at a rate that would exceed the grant from RCC if continued until July. HC had asked them to review their spending profile and ensure that it remained within the contracted amount.

At present, no funding has been identified beyond July 2023. It had been hoped that the NHS funded Mental Health Support Teams (MHST) would take over the role and fill the gap between school nurses and the Children's and Adolescents' Mental Health Support Teams, but it had been suggested that this was not happening. It is understood that in Leicester and Leicestershire those schools that feel a need for a counselling service fund it themselves. The Chair had been invited by RCC to submit a bid to see if local government funding could be found to meet or at least contribute towards the cost of ongoing counselling by Relate.

Action

MWN to provide the schools with copies of the Relate effectiveness report and to invite the schools' thoughts on future needs, the usefulness of MHST and funding options.

MWN to submit bid to RCC for funding from July onwards

6. Uppingham Youth Project

a. Staffing and Volunteers

Alice Johnson had been recruited to provide maternity cover for Charlie Pallett. We could do with a few more volunteers, but to date there have always been enough to run sessions.

b. Activities

Charlie and Alice had been provided with a record of cultural and sporting activities used by the primary schools. They were now booking activities and had ordered extra games and sports equipment. Storage space for games and equipment is limited.

c. Grants from Co-Op and Lions

The Co-Op had offered a grant of £150 towards the cost of buying more games and equipment. This would be presented on 17th May and it was hoped to get some local publicity from the presentation.

The Lions had offered £500 towards the cost of equipment for outside activities over the summer. They wished to purchase the items themselves once given a list.

d. Future Bids

The Chair had put together and submitted a bid to North Northants District Council for £9,600. This would be from money contributed by Augean for charitable causes within 10 miles of the Kings Cliffe and Thornhaugh disposal sites. [We have since been notified that the available money has been heavily oversubscribed].

If the Augean bid is unsuccessful, we will need to find alternative sources of funding. One option is the Co-Op Community Fund and another is a follow-up bid to the national Lottery under its Community Fund sponsorship. The advantage of the latter is that it could be spread over 3 years rather than the annual nature of the grants to date.

Action

MWN to research and if appropriate submit further bids for funding

7. Whissendine Youth Group

Nat Stiles reported that, “ We have had two sessions of the Youth Group at Whissendine. Then we have had the bank holidays, but the next session will be on Monday. Doing well for volunteers; had 6 young people so we are thinking about how to contact the young people in and around Whissendine”.

8. Veterans Wellbeing Drop-In

The Chair visited a session of the Veterans Wellbeing Hub in April. Towards the end of 2023 they will cease to be under the umbrella of the Loughborough Group and would like to affiliate themselves to Rutland First. They would like help with governance, particularly safeguarding and DBS clearances, and banking. They do not expect to need much help with fundraising, and are offered free accommodation in the Colonel Noel Suite at the Rutland County Museum. They meet once a month on the third Wednesday from 10.30 to 12.30 and are well supported by the various military charities. The organisers have promised us a paper setting out the support that they would like. Further details of the Hub are attached at the bottom of these minutes. The Veterans Breakfast Club is a separate organisation and does not at present require any governance support.

9. Any Other Business

JW reported that she had identified someone willing to offer first aid training and asked the Chair to pass details on to Uppingham Youth Space.

Action

JW to provide MWN with details for passing on to Alice

10. Date of Next Meeting -AGM – 15 Sep 23

VETERANS WELLBEING HUB



About us

We are funded by The Armed Forces Covenant Fund Trust 'Veterans' Places, Pathways, People' programme and are working in partnership with a range of organisations and military charities across the Midland Regions.

We are a community based group of veterans and volunteers who are working together with a range of Veteran/Armed Forces local and national charities to provide advice, support and guidance.

We also offer a safe and welcoming space for veterans to meet others and to take part in a range of activities including physical activities, board games, arts and crafts, self help techniques (e.g. mindfulness).

We can help veterans on a one to one basis with a range of issues that they might be facing and signpost them to support services to assist them further, e.g. Mental and Physical Health, Housing, Debt, Relationships, Education, Employment, Volunteering, Peer Support, Training and Skills.

Working in Partnership

Joining the Dots
Midlands Veterans Wellbeing Alliance

THE ARMED FORCES COVENANT FUND TRUST

Rutland County Council

LOUGHBOROUGH Wellbeing CENTRE

LOUGHBOROUGH Wellbeing CENTRE