

RUTLAND FIRST CIC
ANNUAL GENERAL MEETING

14 September 2022

DRAFT MINUTES

The Annual General Meeting of Rutland First CIC was held on Wednesday 14 September 2022. The meeting was held in Wing Village Hall between 2.00pm and 4.30pm.

Present

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

Apologies

Gina Head

1. Introduction

Chair

The Chair welcomed Board members and made clear that in accordance with the new Articles of Association, the public had not been invited.

LC declared a possible conflict of interests over discussions about funding for the Uppingham Youth Project (UYP), but no other conflicts were declared.

2. Approval and Actions Arising

Chair

a. AGM 21 Sep 21

The minutes of the AGM of 21 September 2021 were approved as an accurate record and were signed by the Chair. The following matters arising were discussed:

A mutual exchange of membership of the RF Board and the UYP Project Team had not yet taken place, but LC was on the main RF Board and MWN had been closely involved in UYP governance. It was agreed that the Chair and LC should have a meeting to agree UYP governance and tasking.

Action: Chair and LC

Following her election to the Board at the AGM, LC's name should have been passed to Companies' House as a Director. This had not happened. The Board confirmed that they wished her to be included as a Director and the Chair undertook to notify Companies' House.

Action: Chair

4. Retirement and Election of

a. Board Members/Directors

Helen Cullen

Helen Cullen took the Chair. Miles Williamson-Noble, Jeannette Warner, Carole East, Gina Head and Paul Kitson had all served as Directors for 3 years or more and were required to stand down. All offered themselves for re-election. They were elected unanimously.

b. Chair

Helen Cullen

Miles Williamson-Noble had been re-elected as Chair in 2021. Now that he had been re-elected as a Director, there was no longer a need to elect a new Chair.

c. Chair of Audit and Risk

Chair

The Chair of the Audit and Risk Committee has to be elected annually. Helen Cullen was thanked for her efforts over the last year, and on offering herself for re-election was elected unanimously.

5. Project Reports

a. Resilient Rutland

Paul Kitson

All funding from the National Lottery had now been received.

Morag Tyler and Lyn Harte had both left the project at the end of July as planned. Any ongoing work had to be managed by Board Members. PK was continuing to manage the finances, HC was leading on counselling and the Chair was handling CASA activities at the primaries. The Steering Group had been wound up.

The RR Celebration Event had been a resounding success. There was good attendance by VIPs, schools and young people. All speakers were complimentary about the project, and teachers and young people were effusive in their praise of Morag Tyler and Lyn Harte.

Activity on sustainability included:

- Additional Pooky videos which needed to be added to the document library
- For young people: the provision of equipment, materials and activities; a say in choosing the form of counselling; conferences and key stage transitions.
- For teachers: training in Mental Health first Aid; Academic Resilience Approach legacy; ELSA/SENCO support; counselling.

Morag Tyler had produced an end of project report before leaving but it was felt that some sections needed rewording before they were made public. PK undertook to do this and to provide additional material to cover the period July 2022 to January 2023. Some members had not seen the report as written and the Chair undertook to circulate it.

Action: PK and Chair

RF was funding counselling in secondary schools by Relate until December 2022, and RCC had undertaken to continue funding until the end of the 2023 summer term. Thereafter no funding

stream had been identified. This required further campaigning with the Integrated Care Board. RCC had been supplied with a copy of the RR contract with Relate. HC was in touch with both Relate and the secondaries. Bereavement counselling had been taken on by RCC.

Action: HC

b. Uppingham Youth Project

Liz Clarke

The UYP bid to the National Lottery Awards for All for £10,000 had been submitted and was successful.

A Youth Leader, Ellie Marshall, had been identified, interviewed and offered employment which she had accepted. Charlie Pallett had joined as an enthusiastic volunteer and was supervising the weekly meetings while Ellie was temporarily on sick leave. Nat Stiles was continuing to support the project. The possibility of paying Charlie for 3 hrs per week and of extending Ellie's contract beyond December was discussed. It was agreed to leave this until December when Ellie should be back to full work.

Action: Chair and LC

The project was going well and numbers attending during term time had increased. Over the summer holidays activities had been moved to Tod's Piece and continued to be well supported. Mr and Mrs Munro had very kindly donated a table tennis table and supporting equipment. It was felt that the Church Hall was now too small, and Uppingham Town Council had offered a room for use on Wednesday afternoons and storage space for equipment. There would be a charge for using the room, but Uppingham Town Council had kindly donated a further £1,000 to cover this for a year. There was a possibility of using upstairs in Loros, but this would require further investigation.

Action: LC

6. Finance

Paul Kitson

b. Management Accounts

The Treasurer presented the Management Accounts and Balance Sheet as at 31 August. £36K had been reserved for Creative, Arts and Sporting Activities (CASA) at the primary schools during the autumn term, and £11K for counselling up to December. There would be no more direct management fees, but £1K would be reserved for the audit of the 2022 – 23 annual accounts as this would be largely concerned with the expenditure of National Lottery grants.

All fixed assets had now been written off. A surplus of £6,300 on the CIC account (RR funding by National Lottery) was forecast for the end of the project.

The accounts were approved.

An approach would be made to the National Lottery to see if the surplus could be transferred to the UYP.

Action; Chair and PK

c. Resilient Rutland Funding Approvals

The Board approved the offer to primaries to spend up to £2,000 each on CASA provided the activities were completed by the end of December and invoices were submitted before January.

The Board accepted the advice of Morag Tyler not to offer the secondary schools a further round of young people led activities at up to £3,250 each because of the management effort required, but approved an offer to the UYP along the same lines.

Action: Chair

7. Annual Report

Chair

The Chair had prepared a draft Annual Report for the period April 2021 to March 2022. This would include as annexes the Resilient Rutland January 2022 Review and the filled Annual Accounts. The report would be made available on the RF website and electronically to any member of the public wishing to see it. Hard copies would not be printed.

The Board approved the Annual report.

Action: Chair

8. Approval of Revised Policies and Procedures

Chair

VC presented a new Data Protection and Privacy Policy for use by the UYP. After discussion on the need for privacy and interaction with the Safeguarding Policy, and the production of anonymised reports, the Board approved the draft.

The Chair had circulated drafts of all the RF policies that were due for their 3 yearly update. JW had a few proof reading comments which she would forward to the Chair. Subject to incorporation of these amendments, the updated policies were approved en bloc. They will be made available on the RF website.

Action: Chair

9. Any Other Business

Members

Future meetings were agreed as follows:

- Board Meeting, Tuesday 17 January 2023, Wing Village Hall 10.30 to 13.00
- Away Day on Future Policy and Sustainability, Friday 3 February 2023, Wing Village Hall 10.30 to 15.00, to include lunch

There being no other business, the meeting closed at 4.30pm.