

**RUTLAND FIRST CIC**  
**ANNUAL GENERAL MEETING**

**15 September 2023**

**MINUTES**

The Annual General Meeting of Rutland First CIC was held on Friday 15 September 2023. The meeting was held on Zoom between 10.30am and 1.00pm.

**Present**

Miles Williamson-Noble (Chair)

Liz Clarke

Dr Carole East

Paul Kitson

Jeannette Warner

**Apologies**

Valerie Clark

Helen Cullen

Gina Head

**1. Introduction**

**Chair**

The Chair apologised for having had to change from a face-to-face meeting to one on Zoom since he was testing positive for Covid.

The Chair mentioned that Alice Johnson and Nat Stiles would be joining the meeting for the items on Uppingham and Whissendine Youth Clubs.

There were no conflicts of interest.

**2. Approval of Minutes and Actions Arising**

**Chair**

**a. AGM 14 Sep 22**

The minutes of the AGM of 14 September 2021 were approved as an accurate record and were signed by the Chair.

Although funding to continue counselling until July 2023 had been identified, it had not been possible to identify a source for funding after that. It would, therefore, be up to schools to fund this themselves if needed, as was the case in Leicester.

#### **b. Board Meeting 12 May 23**

The minutes of the Board meeting of 12 May 2023 were approved as an accurate record . They were signed by the Chair.

The report by Relate on their counselling in schools during the spring term had been received and forwarded to schools. The hope had been that this would prompt support by the schools for a bid for further support, but the response had been disappointing, with only one school bothering to reply.

Relate's final report had also been received and would be forwarded to schools, RCC and those responsible for MHST.

**Action: Chair to forward report to schools**

### **3. Retirement and Election of**

#### **a. Board Members/Directors**

**Chair**

Valerie Clark wished to stand down as a Board Member and Director because of domestic pressures. This was accepted.

No further applications for Board membership had been received.

**Action: PK to notify Companies' House**

#### **b. Chair of Audit and Risk**

**Chair**

Standing Orders require the Chair of Audit and Risk to be elected each year. Helen Cullen had agreed to offer herself for re-election. This was approved unanimously.

**Action: HC**

### **4. Project Reports**

#### **a. Resilient Rutland**

**Paul Kitson**

The Resilient Rutland project had finished at the end of July. PK had produced a Final Report which had been accepted by the National Lottery. LC volunteered her husband Nick to put the report into a format suitable for printing, and JW offered to print 50 hard copies without charge.

**Action: MWN to forward Word and pdf copies of the final report to LC**

**LC to get Nick to format the report**

**JW to arrange printing**

**MWN to distribute to members of the Steering Group, schools, RCC etc**

There had been £1750 left of the Lottery grant. The National Lottery had agreed that this could be spent supporting the inter-school wellbeing conferences and need not be returned.

**Action: MWN to notify secondary schools**

**b. Uppingham Youth Space**

**Liz Clarke/Alice Johnson**

Uppingham Youth Space was working well with sessions in both the Town Hall and at UCC well supported. A few more teens had been joining in. The youngsters were enjoying using the pool table and had welcomed the sessions on dance and yoga. One or two individuals were demonstrating improved behaviour, and the police have managed to clear drugs usage from Tod's Piece. More volunteers would be helpful.

**Action: MWN to check Rutland Volunteer Plus website and AJ to put up posters asking for volunteers**

Some children did not have access to a printer and it was discussed as to whether it would be appropriate to help them acquire one. Members decided that this was not a precedent they wished to set and suggested that the possibility of establishing one in the Town Hall which the children could use under supervision should be investigated.

**Action: MWN and LC to look into possibility of getting grant to provide a printer in the Town Hall**

Alice stated that her 6hrs per week were adequate for the present. The Board would look into increasing this to 9hrs if the time at UCC expanded and if additional funding became available.

LC mentioned the programme of half-term activities that would be taking place in Uppingham. Youth Space had been asked to take the lead on this. We should check that all activities have H&S policies and risk assessments, and organisers should confirm that they meet safeguarding and DBS criteria. It would be helpful if one of the Youth Space staff or volunteers could be present at activities.

**Action: LC to liaise with activity organisers over risk assessments and safeguarding**

**c. Whissendine Youth Project**

**Nat Stiles**

Whissendine Youth Project has been slow to get going, but last week there were 8 youngsters there. The youngsters thought that the scheduled meeting time was too early and next week a revised timing of 5.00 to 6.30 would be tried.

The Youth Group had been seeking support from Rutland First in providing banking services if they were successful in their bid to get some money from the Parish Council. HC had expressed a wish that support to Whissendine should be provided within our standard operating procedures, and that we should not have to adopt different banking or other policies to suit them. CE, who lives in Whissendine, clarified the position. In order to release funds the Parish Council has to follow strict procedures. The Youth Group needed a bona fide bank account (not someone's personal account). The Youth Group have therefore provided an undertaking from Rutland First that Rutland First will act as agent and take responsibility for accepting any funds and ring-fencing them for the Whissendine Youth Group. That arrangement will suffice and the request for funds is likely to be favourably received.

**[Secretary's Note: £792 has been agreed and credited to the Rutland First CIC account]**

MWN said that he wished to discuss with the group how they planned to accommodate safeguarding and other wellbeing requirements, and asked Nat Stiles to set up a meeting with the Chair of the group.

**Action: MWN, Nat Stiles and CE to hold a meeting with the Chair of the Whissendine group. Nat Stiles to set up**

**d. Veterans Wellbeing Drop In Centre**

**Chair**

Ian Reynolds, the RCC Armed Forces Officer, had reported that the Loughborough Wellbeing Charity had announced that they would be happy to continue parenting the Oakham Drop In Centre and that support from Rutland First was no longer needed. Monthly sessions would be moving from Rutland Museum to the Oakham Baptist Church.

Ian Reynolds said that he would come back to us if other initiatives needed help.

**5. Finance**

**Paul Kitson**

**a. Annual Accounts 2022 -2023**

PK had produced both full and filleted accounts. They needed the list of Directors to be updated to include Liz Clarke, but otherwise were ready for sign off by HC and Bulley Davey. Members approved the accounts.

**Action: PK to update list of Directors**

**MWN to sign covering letter and both sets of accounts**

**HC to check accounts**

**PK to send copy of accounts once signed to Companies' House**

**b. Management Accounts**

PK produced Management Accounts including a breakdown of income and expenditure for Uppingham Youth Space for the year. These were approved.

JW said that she was happy for the residue from the Warners 2018 grant to launch the Resilient Rutland Project to be used as the Board saw fit.

**c. Accountancy Support**

It was agreed that the existing level of support from Bulley Davey could no longer be afforded or justified. Members agreed that:

- PK could transfer the general ledger from Xero to Odoo
- PK could select a new payroll programme at less than £100 per year
- Future validation of the annual accounts could be carried out in-house

**Action: PK to implement the above**

It was noted that when we ceased to employ Bulley Davey, we might need to find a new registered address for Companies' House. It was not felt appropriate to use private addresses of any of the Directors. MWN would investigate the options such as Citizens Advice and HSBC.

**Action: MWN to find a suitable address for registration of the company**

**d. Uppingham Youth Space Bids**

**Chair**

MWN reported that he had submitted bids for funding of Uppingham Youth Space as follows:

- Co-Op one year for all expenses other than salaries and room hire
- National Lottery for full expenses for 5 years

We expect to hear if we have been successful with either in October.

MWN would also be submitting a bid for one year to the Office of the Police and Crime Commissioner. This was restricted to a maximum of £10K and so would need additional funding from at least one other source such as the Co-Op or LLR Community Fund.

**Action: MWN to submit bid to PCC by deadline of 2 October**

**6. Annual Report**

**Chair**

The Chair had prepared a draft Annual Report for the period April 2022 to March 2023. This would include as an annex the filleted 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 to place Annual report on website**

**7. Any Other Business**

**Members**

There were no items of other business.

**8. Date of Next Meeting**

The next Board Meeting would be held on Tuesday 5 December 2023 from 10.30am to 12.00 noon. Provisionally this would be in the Wing Village Hall, if available, but MWN would investigate options for free access.

**Action: Members to note**

**HC to book Wing Village Hall**

**MWN to investigate alternative free options**