

RUTLAND FIRST CIC BOARD MEETING

17 January 2023

MINUTES

A Rutland First CIC Board Meeting was held on Tuesday 17 January 2023. The meeting was held in Wing Village Hall between 10.30 am and 12.30 pm.

Present

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

Apologies

Val Clark
Jeannette Warner

1. Introduction, Apologies and Conflicts of Interest

Chair

The Chair welcomed Board Members and noted that Val Clark and Jeannette Warner had offered their apologies.

LC and GH declared links to schools with which they were associated, but it was not felt that this would involve any conflicts of interest.

2. Approval of Minutes and Actions Arising AGM 14 Sep 22

Chair

a. Approval

The Minutes of the AGM on 14 Sep 22 were accepted as an accurate record and were signed by the Chair.

b. Actions Arising

The Chair and LC had scheduled a meeting to talk about governance and tasking for the Uppingham Youth Project on 26 Jan.

Action: LC and Chair

All other actions had either been completed or were covered by agenda items.

3. Resilient Rutland

a. Meeting with Funding Officer

Chair

PK and the Chair had had a Zoom meeting with Oliver Savage, the National Lottery Funding Officer, on 12 Jan 23. Key elements were:

- The final report was expected by 29 Mar 23. Accounts could be omitted from this if agreement had been reached on continuing spending until 29 Jul 23.
- Critical items for inclusion in the report were: evidence of impact, lessons learned, messages for others and legacy.
- OS did not consider that it would be acceptable to transfer the RR underspend to the UYP as it was difficult to link the two. He suggested an approach to the Uppingham Hopper service to see if transport to/from the villages could be organised. If the UYP set up a scheme of mentoring support, then this could possibly be funded from RR underspend.
- OS was prepared to consider extending the period allowed for payment of the RR grant until 29 Jul 23. He required submission of a written request and summary details of project spend to date. It would be important to show how this linked with the original aims of the project.

The Chair had tabled a draft submission to the Lottery seeking approval to extend the period allowed for expenditure. Members made a number of suggestions as to how the submission could be strengthened and agreed that once these were incorporated the bid could be sent off to the Lottery.

Action: Chair to update bid and send to Lottery

b. Final report

Paul Kitson

PK had previously accepted a task to update the draft project final report as produced by Morag Tyler including activities since the staff left in Jul 22. He would take note of OS's requirements and would put the stress on what had been achieved rather than the problems encountered. It would, nevertheless, be appropriate to highlight the role that the RR staff had played in linking those different agencies which seemed to be acting in isolation. The draft would be ready by the end of Mar 23.

Action: PK to produce and circulate revised final report to Members by end of Mar 23.

c. Accounts and Financial Wind-Up

Paul Kitson

PK had produced spreadsheets covering the RR income and expenditure up to Dec 22 and forecasts for expenditure in Jan 23. A separate spreadsheet showing expenditure on Creative Arts and Sports Activities (CASA) by primary schools in the autumn term was also tabled. Taking these into account and allowing for expenditure by primary and secondary schools in Jan 23, there was a forecast underspend on the National Lottery grant of £27K.

d. Ongoing Counselling and Funding

Helen Cullen

HC reported that Rutland County Council (RCC) had procured funding to cover counselling requirements by the secondary schools up to Jul 23. Forecast expenditure at current levels of requirement was £14K which would be paid to RF in two tranches of £7K at the beginning of each

term. A contract had been agreed with RCC and a separate service level agreement between Relate and RF had been set up. RCC would fund the counselling from 1 Jan to 29 Jul 23, schools would pass their requirements directly to Relate who would keep RF informed of the number of sessions completed, and RF would provide overall management of the programme. RCC had requested periodic reporting to the Children and Young People's Partnership.

A separate agreement was required to cover bereavement counselling which was relevant to primary as well as secondary schools. RCC would provide up to £3K to cover this until 29 Jul 23, and would act as the point of contact for the schools. The agreement would be handled as a side letter to the main contract, but a draft was still awaited.

HC would act as first point of contact with Relate, and the Chair with RCC.

Action: Chair to chase side letter covering bereavement counselling

4. Uppingham Youth Project

a. Report to 31 Dec 22

Liz Clarke

LC reported that the Youth Space was working well and was proving popular, with youngsters arriving early and wanting to stay late. Last year's Year 11 students had moved on from UCC and so were no longer attending. Efforts were being made to recruit more. With no transport available to take youngsters home, attendance by those who do not live in Uppingham is dependent on parents providing a car collection service. There was some discussion on whether the Uppingham Hopper or taxis could be used but no decisions were made. Staff had acquired Youth Space hoodies for themselves, and club members were keen to do likewise. Rutland First would not be able to fund these, but the Chair undertook to get some costings for providing hoodies from a local contractor. The possibility of seeking sponsorship was mentioned.

Action: Chair to cost obtaining hoodies

Action: Members to consider possible sponsors

b. Future Activities

Liz Clarke

LC was working with UCC on a lunchtime facility at the school, and had been in discussions about setting up an ecogarden and allotment, and a graffiti wall. The Board agreed that if the necessary equipment could be obtained before the 29 Jan 23 deadline, the Chair would visit the garden centre with a representative from the school to buy the equipment on the RF credit card. If this was not achievable and if OS agreed to extend the period of the project, this could be done in February.

Charlie had produced a most helpful email with a list of possible future initiatives. These included a dedicated website, bringing external facilitators in for specialist activities, merchandise, support from the Co-op, and transport.

Action: Chair to be on standby for purchase of gardening equipment

Action: Chair to respond to Charlie's email and agree what can be taken forward

c. Staffing and Volunteers

Liz Clarke

Ellie was still away on sick leave and would be receiving treatment for a while longer. It was hoped that she would return once she was fit again.

Charlie had notified us that she is pregnant and due to give birth in May. Maternity cover would be required. There was some discussion on how to identify possible volunteer replacements. LC and the Chair would discuss this further at their meeting on 26 Jan 23.

GH suggested that the staff and volunteers should be offered Mental Health First Aid Training.

Action: LC and Chair to discuss temporary staffing arrangements and MHFAT

d. Accounts and Fundraising

Paul Kitson/Chair

PK had tabled accounts for the Uppingham Youth project as at 31 Dec 22. These showed expenditure to date of £4,088 and available funds of £9,152. This would be sufficient to keep the project going until the anniversary of the National Lottery grant in Sep 23, but further fundraising would be required to keep the Youth Space active in the longer term. Various possible sources of grants were discussed. The Co-op in Uppingham and the National Lottery Community Fund were thought to be the most likely to provide support. LC and the Chair would discuss further bids.

Action: LC and Chair to consider possible sources of funding

5. Rutland First Commitments

Chair

a. Accountancy Support

Bulley Davey had been providing support in two main areas – payroll and audit (albeit not a formal audit). This had been costing more than £1,000 a year and this would no longer be affordable.

PK had accrued £750 for verification of the 2022/23 accounts which would be the last with significant amounts of National Lottery funded expenditure. For 2023/24 and subsequent accounts we would need to look to ourselves for verification of the annual accounts.

Ellie Marshall is on the books as an employee, but Charlie Pallett has self-employed status. It was questionable whether Bulley Davey support was necessary in managing the payroll.

Action: PK and the Chair to meet Bulley Davey to discuss what was needed in terms of future support and historic records

b. Insurance

RF had been arranging professional insurance through Oddie Dalton & Co Ltd since the days when it had been Healthwatch Rutland. There were policies with Zurich and Hiscox covering separate aspects of risk, but with some overlap. The cost in 2022/23 was £1589 and this was unaffordable in

future. The Chair thought that Directors' professional indemnity and some degree of corporate liability cover was essential, but that much of the remaining cover was unnecessary.

Action: PK and the Chair to arrange a meeting with Oddie Dalton to review level and cost of future insurance cover

c. Social Media

RF has an active website and a Facebook page. RR's Facebook and Twitter pages have been closed, but its Instagram account is still open. The RR website has been closed, with those logging on to the address being redirected to the RR pages on the RF website. Legacy material such as advice videos on the RR website have all been transferred to the RF website. Members felt that the RR Instagram account should be closed and that publicity should be given to the mental health and wellbeing material on the RF website.

Action: Chair to ask Lyn Harte to close the RR Instagram account

Action: Members to consider ways of publicising mental health material on the RF website

6. Future Board Meetings

Chair

a. Away Day Arrangements

The Away Day to think about the future of Rutland First would take place between 10.30 and 15.00 on Friday 3rd February. Wing Village Hall had been booked, and although some concern was raised about the level of central heating available, it was decided to stick with the choice of venue. Members made various offers of what they could bring for lunch and these were gratefully accepted.

b. 2023 Dates

Members decided that they would discuss Board Meeting dates for the rest of the year at the Away Day.

7. Any Other Business

Members

No items of other business were raised and the meeting closed on time at 12.30.