

Minutes of the Trustee Board Meeting held at 7 pm on Thursday 17th November 2022 at the Station Master's House

Those Present: - Ian Anderson, Tony Gadd, Tim Hall, Jo Ives, Phil Margham, Kim Wallis, Andy Webb.
Apologies for absence from Wendy Hewitt and Rhona Morris.

1. Phil welcomed everyone to the meeting and asked that anyone with any personal interests to an agenda item should declare them at the relevant point during the meeting. Tony kindly agreed to take the minutes in Wendy's absence.

2. Minutes & Matters arising from Minutes

The minutes of the meeting held on 13th October 2022 were approved as were the minutes of the Strategy meeting of 26th October 2022.

An application for an award from the Liverpool City region had been made but no response received to date.

3. Meeting Dates 2023

The dates for the trustees and strategy meetings for the next twelve months were presented. Ian considered that there were too many meetings. It was decided to go ahead in line with the proposal and review in the spring. The AGM will take place around March/April 2023 at S&B, subject to availability of the accounts for the financial year to 30.09.22. Update for meeting on 15th December 2022, AGM should be an agenda item.

Action: Phil & Wendy

4. Strategic Plan

The two actions below were carried forward from the meeting of 13th October due to Wendy and Rhona being absent.

The first principle of the code, Organisational Purpose, was discussed and Rhona will put together the required plan to ensure we comply. **Action: Rhona**

Rhona proposed that we adopt Standing Orders in line with our Constitution to cover procedures for Trustee Meetings and AGMs with the aim of these being in place by Christmas. This was agreed. **Action: Rhona & Wendy**

Rhona was thanked for developing her Strategic Plan diagram. A lengthy discussion took place on whether to use KPIs, the general opinion being that they were not helpful. Rather, we should focus on developing measurable evidence, both qualitative and quantitative, of community cohesion and the promotion of inclusivity, aiming to foster unity under the BCHL umbrella.

Additional Comments to the three strategic themes:

Theme 1

Promoting books and borrowing

Theme 2

Teaching volunteers computer literacy and recruit new computer literate volunteers

Allocating a volunteer to champion specific causes

Promoting passion and fulfilment from volunteers and trustees

Theme 3

Expanding sessions to cover requirements

Promoting facilities for business

Collecting data and demonstrating or giving evidence of meeting the strategy, possibly by a case study

Promoting facilities to schools

5. Charity Governance Code –Leadership.

Questions for discussion:

1. Operating at strategic level – Yes
2. Clarity between operational and governance roles – We do mix them up, but does it matter?
3. Are board functions properly defined – We believe so, need to check prior to AGM.
4. Do board meetings focus on governance issues – No, but is this a problem?
5. Does chair of trustees lead board – Yes
6. Do trustees give sufficient time and attention – Yes
7. Has board an agreed set of values – We believe so, Rhona to confirm **Action: Rhona**
8. Do we encourage constructive challenge – Yes
9. Proper arrangements for volunteers – Yes

It was agreed that Tony would review the CGC Finance prior to the next meeting and circulate details. **Action: Tony**

6. Building Report

Safe IS will be asked to mend the magnetic door. The filing cabinet lock has been sorted. A decorator will be contacted to re-paint the staining on the meeting room ceiling and paint the picture rails. It was questioned whether window guards were needed in the meeting room to guard against accidents with young children. It was decided that it would be better to place signs by the windows to alert parents to the possible danger.

Action: Kim/Ian

A flap box for A5 flyers has been placed by the front door and it was considered that a laminated A4 notice should be attached to the front gate post giving details of the events over the coming month. **Action**

Ian/Section Leaders

7. IT Report

The grant of £1433 from Sefton Council has been received. Tim reported that BMC had two attendees for their first “Welcome Wednesday”. Spar, Birkdale Village will be providing papers and mince pies for our “Warm Spaces” from Thursday Dec 1.

Andy to write to Section leaders regarding access to data on google drive from downstairs PCs, as well as for events there are two directories for operations and trustees. **Action: Andy**

We are looking at moving the SMH printer to BMC and purchasing an all-in-one laser colour printer for SMH. The cost is likely to be around £500 and Andy and Kim have an idea of which printer would be suitable. The need to increase the cost of photocopying from 10p a side was discussed, or possibly have different costs for colour and black. It was agreed that the price decision would be made once the printer had been purchased. Nearly 1300 copies were made and charged for in the year to 30 September, the number used “internally” was not known. **Action: Andy**

8. Finance Report

Tony presented the report and stated that he was still looking to get the annual accounts to 30 Sept 2022 to Daniel Styles of Lifestyles Accountancy by the end of November.

9. Events Process & Team update

The magazine has been sent to the printers today and should be available for circulation on 25 November, it is called Birkdale Buzz and thanks were expressed to Jo, Phil and Carol Wright for their work. 40 shops and outlets were approached in the village and 22 accepted the offer of a free advert in the first publication which will be 24 pages. The method of distribution will be via the outlets and through volunteers via next week’s volunteers’ night.

All events up until the year end have been finalised and the Events Committee will be meeting to progress the programme for early 2023.

10. Managers' Report

Ian is ordering three banners (offer for the price of two, £120), one for Warm Spaces, a generic open day, and a generic celebration.

Opening times for BMH are changing to 10am-1pm Monday and Friday and 10am-4pm Wednesday.

We agreed the wording on a contract for artists displaying their paintings.

Action: Tim

The statistics for age-related members, footfall and book borrowing were presented. It was noticeable that a large proportion of the members were over 60. It was agreed that, in the future, it would not be necessary to record the full date of birth for members under 18, only the year of birth.

In view of the high cost of energy, it was decided to ask the volunteers about their view on late night opening (to 7pm) during the winter months, with the possibility of closing earlier, say 5pm. Jo indicated that any future talks would be on Tuesday or Thursday evenings.

11. Communications.

There were no items.

12. Any Other Business

There is a Sefton Crowd Funding Workshop at Seaforth, lunchtime on 30 November. Andy will try to attend. Ian requested that he purchase some selection boxes for the Grotto at the Christmas Open Day, agreed.

Date of next Trustee Board meeting is **Thursday 15th December 2022.**

20.11.22 TG