
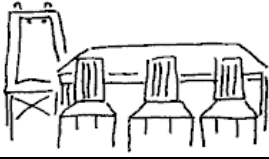
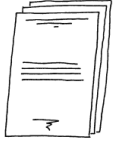






	People Matters Committee meeting	
	Thursday 6 th December 2018	
People who came to the meeting		
Susan Moreland	Clare Hirschhorn	Georgina Turner
Tina Turnbull	Steve Carter	Richard Firth
People who wanted to come to the meeting but couldn't		
Brendan Cowey	Maisie Hirschhorn	Jonathan Cravitz
Rowena Herbert		

	Conflicts of interest – None
	Notes from the last meeting are fine.

Actions from last meeting

 	1. Letter from our bank says we can apply for an overdraft. They cannot agree other ways of borrowing money from them because we don't own our office.
 	2. The council have now agreed most of what we asked for so we can afford to deliver our services.
	3. We have finished looking again at the budget for this year. It now includes the changes that have happened.
	4. The volunteers have arranged a vote at our AGM on what sort of fundraising event people want to see happen next. They will plan for this during the spring



5. The IT working group are meeting in December to choose the new system they prefer. They may decide to go and visit another charity who are already using this system.

Things that we always talk about



Keeping people safe – nothing to report



Keeping people's information safe – nothing to report



Health and Safety – people are completing their Fire Marshall training. The deadline is by the end of January. New fire awareness training is being looked for

Financial Report



We looked at the September accounts. These were fine. We are on target to save some more money this year and we need it.

The October accounts will be done very soon.

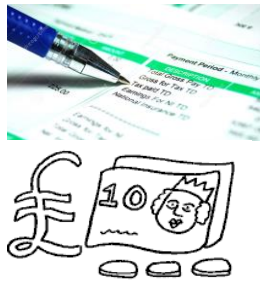


We talked about the changes in this year's budget and letter from the bank. It looks tight because sometimes we are paid too slowly.


We said that we should not dip into our restricted money.

Steve and Susan will send a letter to one of our funders. We want them to stop paying us so slowly.




We decided to do what the bank suggested.

	<p>We looked at a report on how much people are paid across the organisation. Different people work for different numbers of hours per week. Everyone's pay is worked out from the hourly rate for their job role and the number of hours they work. We decided that no one was paid at the wrong rate per hour.</p>
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What's happening at work


	<p>We looked at the reports from staff on</p> <ul style="list-style-type: none"> • Adult Learning • Volunteering <p>Everyone talked about what has been happening. They said that</p> <ul style="list-style-type: none"> • The Autumn term was going well. We are working with St Lukes in Holbeck and have made our quality better • Volunteering was growing and going well too. People liked seeing the volunteers getting their certificates at the AGM. A new volunteer handbook is being written.
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Any other things to talk about

	<p>The IT working group has finished meeting with companies. It needs to choose a system. They may decide to visit another organisation who already use the system they prefer.</p>
	<p>Our contact from the council has updated us on our property questions. They are going to be seeing someone from the football club in January there will be more news after this.</p>
	<p>Our contract with our HR service finishes this spring. We talked about changing it. It is useful and we should have a service. People said the</p>

	cost wasn't too big. We should only change if we have the time to look into this.
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Actions

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|  | <ol style="list-style-type: none">1. Put Octobers accounts on 3 Rings when finished2. Susan and Steven to send a letter to the funder about being paid3. Make arrangements with the Co-op bank4. Complete IT system visit if needed5. Follow up property meeting in January6. Only look at HR service if we have the time. |
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	Date of next meeting –Tues 22 nd January 2019.
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