
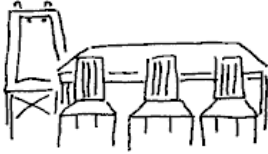







	People Matters Committee meeting	
	Thursday 3 rd December 2020. 7pm By video conference.	
People who came to the meeting		
Susan Moreland	Richard Firth	Jonathan Cravitz
Tina Turnbull	Michael Eastwood	Steve Carter
Georgina Turner	Rowena Herbert	Clare Hirschhorn
Kate Masters	Maisie Hirschhorn	
People who wanted to come to the meeting but couldn't		




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

Actions from October meeting



	1. The accounts will be sent to the Charities Commission this week
	2. Kate has been recruited and needs to be appointed as treasurer
	3. The mid-year budget review is on 3 rings
	4. We have agreed with the council to pause the adult learning contract

	<p>5. The annual report to members is finished and will be posted to all members</p>
	<p>6. The AGM and awards ceremony was held virtually before the board meeting.</p>

Things that we always talk about

	<p>Keeping people safe – nothing to report</p>
	<p>Keeping people's information safe – we talked about the trustee's doing some training on keeping people's information safe</p>
	<p>Health and Safety – we talked about the trustee's doing some training on health and safety</p>

Financial Report

	<p>We looked at the October accounts. The surplus is building because of our grants.</p>
	<p>Mike told us about how our money is going in and out of the bank. This is called our cashflow. It is now looking a lot better than last year. We also looked at our balance sheet. We told Kate</p>

	<p>that we need to think about how best to watch over our money.</p> <p>We looked at the variance form. We are pleased we have started to have this but we need to think how to make it as useful as we can.</p>
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Other things to talk about

	<p>There is no news from the council about property. The offer of support we had via the property developer has not yet gone any further yet. We need to wait and see if this moves forward.</p>
	<p>We looked at the skills gaps in the trustee check we have done. The gaps were around property, diversity and campaigning. We need to think whether we want to do anything about any of these. We don't need to have these all these skills ourselves but we do need to know that we need help to work on these.</p>
	<p>We looked at reports from employment services, volunteering and outreach. It was good to see what is happening. There were no questions to answer on these.</p>
	<p>We looked at the risk report for the year. The areas that we need to look at most were highlighted.</p> <ul style="list-style-type: none"> • Having COVID wasn't on our risks but it is now. Our business continuity plan was done before this started and really helped us to be prepared in March • Trustees have done training in Safeguarding. We agreed that they needed to do training on data protection and health and safety too. • Our need to move to make sure we can support members in wheelchairs is now a risk. This is because it is difficult to keep people safe if the lifts can't be used.



We talked about Kate becoming our new treasurer. This was agreed at the AGM. We need to do all the things to make this happen



When the budget for next year is done we need to see if we can afford the computer system to manage what we do. This is called MIS.

Actions



1. Trustee's to complete data protection training
2. Trustee's to complete health and safety training
3. Kate to be appointed as treasurer and have an induction
4. Put the cost of the MIS in next year's budget



Date of next meeting – Tuesday 19th January 2021.