

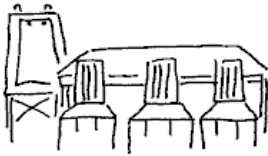





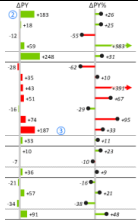




	People Matters Committee meeting	
	Tuesday 20 th October 2020. By video conference.	
People who came to the meeting		
Rowena Herbert	Richard Firth	Jonathan Cravitz
Tina Turnbull	Michael Eastwood	Steve Carter
Georgina Turner		
Rowena chaired the meeting as Susan couldn't come		
People who wanted to come to the meeting but couldn't		
Clare Hirschhorn	Maisie Hirschhorn	Susan Moreland



	We started the meeting with some safeguarding training for trustees. The powerpoint will be put on 3 rings for anyone who wasn't at the meeting.
	Conflicts of interest – None
	Notes from the meeting in September are fine.


Actions from July meeting

	1. Rowena said Volunteering Bradford were also finding it difficult to recruit a treasurer.
	2. We know we need 12 members at the AGM. Trustees can be members if we need to count them.
	3. The HR consultants have the brief they have asked a couple of questions which have been answered.




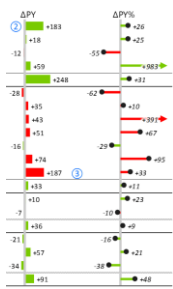
	<p>4. A version of the cashflow without the COVID monies to check our performance has been finished</p>
	<p>5. A version of the variance with the year to date totals is done.</p>
	<p>6. We still need to share key budget information with managers</p>
	<p>7. The council are doing a report on the building they are considering that we could relocate to. We are waiting for more information</p>
	<p>8. Some trustees have completed the boards skills audit form others still need to do this</p>
	<p>9. We are due to speak to the council about our adult learning contract after the board has looked at the paper today.</p>

Things that we always talk about

	<p>Keeping people safe – people told us about 4 safeguarding concerns. They happened outside People Matters. We reported them. 2 involved neglect and 2 concerns about financial abuse.</p>
	<p>Keeping people's information safe – a members file has been put in the wrong place during our office move. We know it won't have been seen by anyone.</p>
	<p>Health and Safety – we have had a few times where people have been worried they have COVID but no one has tested positive. We have</p>




 <p>health and safety</p>	<p>stopped doing face to face groups due to the increase in infections in Leeds</p>
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Financial Report



   	<p>Our accounts for 19/20 have now been checked by Anna. The trustees approved them. We need to send them to the Charities Commission.</p> <p>We looked at the August and September accounts. Both months have been fine. There is surplus building because we have had new grants.</p> <p>Mike told us about how our money is going in and out of the bank. This is called our cashflow. We also looked at our balance sheet. We are spending a lot of the meeting looking at our money. We thought about whether we were organising meetings in the best way. We need to talk about this more when we get a new treasurer.</p> <p>We looked at the new variance form. This compares how we are spending money with how we planned to spend it. We have now put in a year to date sheet. The next job is to do a mid year budget review. We need to start using this and compare with that. There is more to do so we can share key information with managers but it is slowly getting more useful.</p>
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Other things to talk about

	<p>We talked about adult learning. We have met with the council and talked about this year's contract. Covid has meant we have stopped classes at Barkston House again. We decided that we should stop doing this work</p>
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	<p>now. It was a difficult choice. Tina will tell the council.</p> <p>The lottery have agreed to change their grant so we can use it for over 25s because of COVID. We will run some group activities instead of adult learning. They will be online if needed.</p>
	<p>We looked at the reports from Teens, the 2nd support service and all the office work. All these had useful information in them. The trustees did not need to ask for any changes.</p>
	<p>We confirmed that the AGM will happen just before the next board meeting. Tina will write the annual report to members before then. The team will look at who should win awards. There will be no big Christmas party this year due to COVID.</p>

Actions

	<ol style="list-style-type: none"> 1. Send the accounts to the Charities Commission 2. Continue to try and recruit a new treasurer. Michael knows someone who might be interested 3. Complete the mid-year budget review and put on 3 rings 4. Report the trustees' decision to stop adult learning to the council 5. Write the annual report to members 6. Hold the AGM and awards ceremony virtually.
	<p>Date of next meeting – Thursday 3rd December 2020. This will be after the AGM.</p>