
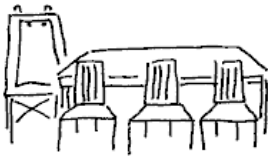




	People Matters Committee meeting	
	Tuesday 18 th October 2022 At Barkston House and by Zoom	
People who came to the meeting		
Susan Moreland	Richard Firth	Rowena Herbert
Maisie Hirschhorn	Tanya Lee	Martin Dean
Rebecca Ellis	Jonathan Cravitz	Tina Turnbull
Michael Eastwood		Kate Masters
People who wanted to come to the meeting but couldn't		
Clare Hirschhorn	Georgina Turner	

	Conflicts of interest – None
	Notes from the meeting in Sept are approved

Actions from September meeting

	1. The 21-22 accounts are finished ready for the AGM
	2. The plan for when we will talk about the things we need to at meetings until December 23 is done
	3. We have asked for volunteer staff and trustees for the new way trustees and staff will link up together



4. Our new computer folder where we will share all our information about our meetings is set up

Things that we always talk about



Keeping people safe – there was 1 minor incident and 2 more concerning incidents. Both these bigger ones did not involve our staff but we followed them up



Keeping people's information safe – there was nothing to report



Health and Safety – There were 15 small health and safety incidents/concerns and 3 more concerning ones. 2 involved member health issues and 1 was a member making a member of staff feel unsafe all these were followed up

Financial Report



We looked at the August and September accounts summary and the cashflow. We carry on being a small amount behind our plan for delivering support.








CHARITY COMMISSION
FOR ENGLAND AND WALES

We looked at the annual report for the Charities Commission. This was approved ready to go to the AGM in December.





We talked about a recent meeting with our National Lottery contact. We agreed to ask for an increase to our grant due to bigger costs.

Developments

	<p>We looked at our business risk register and talked about what we thought we should do this year to help keep People Matters safe. We think the 2 biggest concerns are finding/keeping staff and increasing our income to pay for cost increases. We need to carry on doing work to lower both these.</p>
	<p>We have been assessed by Matrix who say we meet their standards for information, advice and guidance.</p>
	<p>Members Council. We talked about the last members council meeting. They talked about their 'Happy Place' project and preparations for the annual report and AGM. Some volunteered to help with filming.</p>
	<p>We talked about Barkston House and if we should see about opening up to help members this winter. Tina will talk to staff and see what we can do.</p>
	<p>Next year we will need to replace some tech equipment to help keep us secure. Tina is talking to different people about how we might afford this.</p>

What has being happening

	<p>We looked at reports from different parts of the organisation. These were the health and wellbeing groups and Nourishing People. Everyone also had a copy of the newsletter.</p>
	<p>We looked at all the staff leavers and new staff. We have recently started getting a few applications again but need to do more interviewing.</p>

Actions



1. Ask the National Lottery to increase their grant to us because of bigger costs
2. Offer unit 41 to members and staff as a warm/social space
3. Look for a new grant for IT costs
4. Recruit new staff to replace leavers



Date of next meeting – Tuesday 18th October 2022