

## **Minutes of Sustainable South Brent Board of Directors Meeting**

**1<sup>st</sup> September 2020 (via Zoom in accordance with Covid-19 Government Advice)**

- 1) Present** : Tony Hopkins (Chair), Kitty Ford, Hayden Gabriel, Harry Jennings, Jane Nichols, Rachel Rafiqi, John Rawlinson (Zoom Host)  
Non-Trustees: Cllr. David Hancock (Parish Council Representative), Helen Hall (Minutes)

**Apologies** : Pat Armstrong, Nick Cape, Andy Harker, Jenny Harker, Penny Wainwright

### **2) Minutes of Previous Meeting**

Amended to include HG as present. Otherwise passed as a true record.

### **3) Matters Arising**

- TH confirmed that he had sent an email of thanks to Gaynor Williams
- Cllr. Hancock was introduced to the Board as the new Parish Council representative
- TH has received advice from CVS that Trustees do not necessarily need a DBS check, although all should sign a hard copy of a Trustee Declaration. JR reminded the Board that the Charity Commission recommend a DBS certification for Trustees, although some felt this should be voluntary. It was agreed that the Company Secretary should hold and maintain DBS records. **Action : TH to liaise with Penny Wainwright**
- JR and Helen Hall represented SSB and spoke at Frank Noble's funeral. Ideas for commemorating Frank's work with SSB are welcomed. **Action : All**
- Board to be informed when the Marsh Manual is ready to put on the agenda. **Action : HJ**
- Appreciation for the work done with the PC regarding grass verge and green space management. This is now under the remit of the Land and Estates sub-committee of the PC.
- TH confirmed that he has contacted South Brent and District Caring to confirm that SSB's donation can be spent as they deem appropriate.

### **4) Finance Report**

Accepted.

### **5) SSB Banking**

RR has investigated the best method of obtaining an online banking service and altering the signatories to the SSB account. It was agreed unanimously that all signatories should be Trustees. The current signatories are to be asked to apply for online banking **Action : RR**  
The Trustees voted unanimously that TH would act as the "person of significant control" to satisfy the bank's requirements in the process of obtaining new signatories, and that those designated would then be TH, RR and JN.

### **6) Membership Report**

Received – 1 new member

### **7) Correspondence**

Nothing to report.

### **8) Bike Bank**

A discussion followed about the Covid response from Zurich Insurance, and the bike bank risk assessment attached. It was agreed that the disclaimer upon hiring should be amended to clarify that persons using the bike bank should supply their own helmet. Penny Wainwright should also be appraised of this alteration. **Action : JR**

### **9) Marsh Lease**

The desirability of seeking legal advice in discussions with DNPA was discussed at length. The location of the current lease also needs to be ascertained, and it was confirmed that any new lease should be lodged with the Charity Commission. It was unanimously agreed that it would be prudent to obtain legal advice with regard to a recommended course of action, and a quotation accordingly. **Action : TH**

### **10) Who Does What?**

(Zoom host JN for the duration of this item)

JN presented her report as per attached document, and the details of the work were discussed.

Points arising were as follows :-

The role of Treasurer is to be examined, with two possible options. An appeal should be made in the next newsletter for help (**Action ; KF**), and a quotation for professional help should be sought (**Action : RR**)

Outreach to the membership and a general “expansion of marketing” is seen as important. **Action : AH and JH**

There was particularly detailed discussion about the “Quick Fix” section of the presentation, and it was agreed that the different ideas raised would be examined, alongside the suggestion that WG leaders could be approached with documentation.

**Action : HG and JN**

The “Vision and Purpose” page of the document provoked a discussion about the Articles of SSB. JN questioned whether climate change and carbon reduction should be explicit aims – others felt that this was implicit in the existing Articles and expressed concern at the complication of altering these in relation to registration with the Charity Commission and Companies’ House. A Zoom meeting will be held prior to the next Board meeting to discuss this item specifically. **Action : JN**

### **11) Expanding the Scope of SSB**

HG presented PowerPoint slides (attached)

Discussion centred around the link between Trustees and the Working Groups, and the best way of reporting activity to the Board (possibly to tie in with financial reporting?) (possibly to include a “link Trustee” for each group?) HG was keen to emphasise the importance of a two-way process, and project representation in general. These ideas were welcomed by the Board and need further thought and consideration. **Action : All**  
RR has information about possible funding for legal fees < £3k which she will circulate.

**Action :RR**

JR has formulated a very useful table of all the clauses from the 2016 Parish Plan relating to the aims of SSB – particularly apposite now that the PC no longer has a devolved group

for this work, meaning that much of the responsibility/monitoring now rests with SSB alone. To be circulated. **Action : JR**

TH attempted to summarise the issues arising from both presentations, and it was agreed that a sub-group would be formed to produce protocols for WGs, associated documentation, and to define methods for linking project leaders with the Board. **Action : HG, JN and RR**

RR requested permission to explore funding criteria for IT support etc., as needed. This was agreed. **Action : RR**

## **12) Communications and Website**

KF informed the Board that the Comms. Groups had met and agreed that there is scope to update the website. While it serves a purpose, they felt that the project content could be enhanced and refreshed. **Action : JR and Alex Tissandier to liaise with KF**

The social media presence of SSB was discussed – there is already a Fb page, but the profile could be increased, and Instagram could also be useful. **Action : KF and Comms Group**

KF proposed 1/10/20 as an issue date for the next newsletter. The draft will be circulated to Trustees prior to release, and Sue Ifould will be contacted to assist with the template, distribution list and any other issues. **Action : KF**

## **13) A.O.B.**

The Board were made aware that a cupboard at the OSC storing SSB ephemera has been emptied during the reorganisation of the Centre. Alternative storage needs to be arranged. **Action : TH**

Meeting closed : 9.45pm

Next meeting : 6/10/20