**MINUTES of meeting of Directors on Wednesday 23rd February at 6.00 pm**

**Present:** Jo Baskott (Chair), David Bremner, Sue Ellingham, Sam Gardner, Peter Thistlethwaite, John Penny, Peter Ryland, Richard Bickford

1. **Apologies:** Jo Grail
2. **Declaration of interest:**

Jo B and JP (James Peterson, GA Solicitors)

1. **Election of Chair and Vice Chair**

Directors unanimously voted for Jo Baskott as position of Chair, which she accepted. There were no other nominations

Directors unanimously voted for David Bremner as position of Vice Chair, which he accepted. There were no other nominations.

1. **Minutes of Previous meeting:** The minutes were accepted as an accurate record of the last meeting.
2. **Matters arising:**

Action points:

* Visit to Crocadon Earth Growers – to be arranged for Spring Ongoing JP
* Leave of absence policy – SG sent by email
* Discuss proposal of assets – on going Action: PR
* Check become a volunteer button Complete
* Meet to discuss transport report Complete
* Safeguarding Policy Complete
* Mills Milk Storage viewing Complete
* Contact Steph ref; purchasing laptops for DI Complete
* Meeting to discuss different way of running mobile fridge Action: JB, JP, SG
* SE and SG to be added to CK working group. Complete
* SG and Rachel to help with marketing. To discuss Complete
* Community Fridge meeting to be arranged. Action JB/SG
* Update on Tresurys Kernow Funding On this agenda
* Media Students update On this agenda
1. **Enterprise Reports:**

**Premises Report**

Town Team Funding. PR asked for approval of terms of agreement. Discussed and approved.

106 Application. Application has been adjusted following councilor’s comments, so no argument can be put forward that section 106 is helping a particular business, but is helping all organisations operating out of the premises. A director asked what the rates for no.8 are – PR will check and confirm. Timescale – hopefully will be at next council meeting on 3 March.

**Chairs Report**

Points discussed:

Tresorys Kernow – need a small group of volunteers to represent CEPL12 for funding.

DB, RB volunteered.

Ideas for funding were suggested:

A mural on the side of Belle Vue, involving the schools / young people of the community.

Addition to the embroidery panel.

Diary date reminders:

Thursday 3rd March – Filming promotional video at no.8

Volunteer afternoon Sunday 6 March at 2.30pm. All Directors are expected to attend.

Nominations for Citizens of the year – Chair suggested we nominate our volunteers. Directors agreed.

Keyholders for no.8 – male keyholder needed to open and close on the evening of 3rd March, for Man Down group. Chris Cook has already volunteered. JP volunteered.

**Finance Report**

Directors commented that they were encouraged by the report.

DB commented that we are holding our own, but it would be good to see a little more money coming in.

PR responded that we are waiting for agreement with Cornwall Council about renting Belle Vue, then we can increase the rent.

We are awaiting funding decisions from CCF, S106 and Livewell Foundation.

PT suggested we should consider renting out the downstairs office at Belle Vue. Directors decided we would keep it as a meeting room for now, and review if we get any interest in letting it. So far we have had no enquiries from advertisements.

**Transport Report**

Decals for bus were sent to JB and DB after the transport meeting. We have a quote from a business in Newton Abbot have done the decals previously.

DB asked if it is possible to get another quote. South West Signs and Atlas signs recommended.

Shopping trips outside PL12 – directors unanimously agreed that shopping trips should be within PL12. Entertainment trips only outside of PL12

Collaboration with other transport providers – JP is talking to other Midas training providers.

Sue has decided to step down from the Midas training, but will continue to do driving.

**Al’s Report**

Job titles should be on website – directors unanimously agreed

Al asked for approval of new till software – can do stocktaking, ordering etc. Laptop at no. 8 will be linked to the till. Card reader can be purchased for kitchen. Higher cost to install in no.8. No. 4 is retail unit. Can be moved at a later date if need be.

Directors unanimously approved the till software.

Weatherhead have obtained us two brand new fridge freezers.

**Hub Report**

Till software, as Al’s report.

Cathy has taken on the day to day management of the Hub shop. She is very enthusiastic and has lots of skills to bring to CEPL12.

**Dementia Voice**

Suggestion to use the small bus to pick up the people who will use dementia café.

JP – happy to support as long as booked in advance.

Directors unanimously approved.

**APAP**

Should board reports be confidential?

Directors unanimously decided that no, they should not be confidential. Need to be as transparent as possible. Maybe a confidential appendix if discussing a sensitive issue.

It was suggested that most recent Agenda and minutes should be posted on the website, and a note saying ‘contact if you would like a copy of enterprise reports or past minutes’.

Enterprise directors to make sure their volunteers do training within 3 months e.g. manual handling.

SE will chase volunteers. SG will put a reminder on the fridge WhatsApp group.

**Digital Inclusion**

Virgin Upgrade – half cost will be funded by DI, the other half is less than we are paying already, and free for the first 3 months. 350mps - £52 inc. phone line.

Looking at different sources for laptops. Varying refurbishment costs between £99 - £150.

New volunteer training for DI.

**Volunteers**

Directors need to make contact with volunteers.

All references etc. are now being put on Bright. SE is reviewing induction forms and will send to APAP for approval.

**Website**

No report

**Fridge**

All good. New volunteers coming onboard.

Will be reviewing the fridge shifts / hours etc once in no.8

JP thanked Sam for sorting volunteers for mobile.

**Community Kitchen**

There is a wish list for things we need to be operational.

Public Wish List on Amazon.

Discussed volunteers safety shoes. Sam will write a shoe / Uniform policy for the kitchen

**Heath and Safety**

Next meeting

**Town Team**

Already discussed

**CIC/ CIO**

In Chairs Report.

**Publicity**

Jo, Sam and Matthew

**AOB**

We need interesting newsletter articles.

New Atlas signage are doing the signage for No.4 and No.8., so both the same.

Discussed and agreed new signage design.

**Action points:**

* Meeting to discuss different way of running mobile fridge Action: JB, JP, SG
* Thursday 3rd March – Filming promotional video at no.8 Action: All
* Volunteer afternoon Sunday 6 March at 2.30pm. All Directors expected to attend Action: All
* Another quote for bus decals to be obtained Action: JP
* Collaboration with other transport providers ref training Action: JP
* Most recent Agenda and minutes to be posted on the website, and a note saying ‘contact if you would like a copy of enterprise reports or past minutes’. Action: RB
* Enterprise directors to make sure their volunteers do training within 3 months e.g. manual handling. Action: All
* SG will put a reminder ref. training on the fridge WhatsApp group Action: SG
* Directors need to make contact with new volunteers. Action: All
* shoe / Uniform policy needed for the kitchen Action: SG
* Need interesting articles for Newsletter Action: All