

Minutes of Management Committee meeting

Time and Date:	6.30pm, Thursday 9 th April 2015		
Venue:	Harmony Hall, 10 Truro Road, Walthamstow, London E17 7BY		
Attendees:	<p><u>Committee members</u></p> <p><i>Amanda Burke, Ordinary member</i> <i>Maureen Dods, Company Secretary</i> <i>Robert Hayward, Ordinary member</i> <i>Lloyd Lewzey, Ordinary member</i> <i>Phillip Parr, Treasurer</i> <i>Mohammed Quereshi, Ordinary member</i> <i>Annajulia Santoro, Ordinary member</i></p> <p><u>Staff</u> <i>Alan Horne, Manager</i></p>	Apologies:	<p><u>Committee members</u></p> <p><i>Elegia Clancey, Ordinary member</i> <i>Maggie Houlihan, Ordinary member</i> <i>Mike Pritchard, Chair</i></p>
Item No	Agenda Item	Person Responsible	Action to be completed by

1.	<p>Welcome and Apologies Apologies received from EC, MH and MP</p>		
2.	<p>CREST Business Plan The previous CREST Business Plan (2010-13) had been circulated prior to the meeting. This had been devised following a significant consultation process including staff, volunteers and users. AB observed that much of the content was current. MD suggested that the Business Plan should be on the agenda every three months. The issue is how to update it now. AB felt we also need a progress review – each project should have action plans, milestones and should show a financial projection. MD felt the Plan should stimulate discussion about whether each project should be free-standing or whether they should support one another. It was agreed that MD and AH would revisit the last plan in order to create a new draft. It should refer back to the constitution. AB suggested that the recently formed Committee sub-groups could formulate new objectives. Perhaps more could be included about CREST's over-riding principles.</p>	MD & AH	June meeting
3.	<p>Minutes of the meeting that took place on Thursday 12th February 2015 Agreed without amendment</p>		
4.	<p>Finance Report Full year budget sheet up to 30th March 2015 – PP presented figures which showed a balance at the end of year after provisions of -£3,877. One item in the provisions account is an Evolve underspend of £20k resulting at least in part from the staffing arrangements arising from the Team Leader's sick leave. There was some discussion about whether to allocate some of this towards the CREST Manager's salary costs as he had legitimately to take on some additional responsibility</p>		

	<p>throughout this period. AH explained that, due to a review currently being undertaken on their commissioning, Waltham Forest CCG were giving us a six-month contract for Evolve with a six-month extension to the end of the financial year – this is to enable them to adjust the Service Specification for the second half of the year to accommodate any changes deemed necessary from the review. LL felt we should get something in writing from the CCG to this effect. AH said he thought he'd had an e-mail to this effect from the commissioners but would double-check and forward to LL. It was also reported that Harmony income had increased by £7k from the previous financial year -- this equates to a 9% increase. The Shop income had actually remained the same as the previous year, but the profit had increased to £4k after taking central costs in to account as a result of losing the manager's salary for nine months of the year.</p>	<p>AH</p>	<p>ASAP</p>
<p>5.</p>	<p>Report back from CREST Management Sub-Groups' February meeting Disability and Dementia Service – PP reported that the monies we had been using to fund the advertising in the Guardian had been exhausted. The current situation re paying clients was as follows – Tuesdays nine, Wednesdays twelve, Friday eleven – making a total of 32. There were also those awaiting a taster day – Tuesdays two and Fridays six – making a total of eight. The potential total therefore was forty while we actually need 51. There could also be more e-mail enquiries awaiting the Administrator's return after the Easter break. MD felt the service to be out-of-date and not what people wanted – she felt we need to set a timescale on the decision whether to continue on the basis of two or three days a week. AH pointed out we had actually attracted twenty new paying clients over the last year equating to £41k-worth of new business. We had also had an enquiry from a Social Worker desperate to find a place for a client – as a result of this enquiry in consultation with the Chair the number of weeks of operation had been increased from forty to fifty a year starting after the Easter break. Also, in consultation with the Treasurer, the price for a</p>		

day had been increased to £55 a week after holding the price at £52 for the last 18 months. Because of the uncertainty about the number of days we would be operating in future, the Team Leader had left just before Easter – the Disability Support Worker had been standing in, ensuring the day-to-day operation of the groups which, in the short term should mean a saving. Advertising on the front page of the Guardian had been stopped for now which would save £900 a month. Moving to an inside page would save £450 a month. We have now started advertising in the Waltham Forest Carers Association bi-monthly newsletter (cost £180 per year). PP pointed out that, while we remained at Albany Court, we would never resolve the issue of being able to accommodate the number of paying clients necessary. To help resolve this, AH had enquired whether we could have an additional day on Tuesdays in the hub, but had received no response so far. The premises in Lea Bridge Road suggested by MQ had turned out to be inappropriate as they were located on the first floor. On the issue of moving to two days a week, there would still be no guarantee that those attending on Tuesday would move to either of the other two days. So there would be the possibility of reducing to 23 clients, eleven short of the 34 we need for two days equating to a monthly loss of £2,500. In respect of reducing to two days now, then restarting a third day again sometime in the future, unless we had a waiting list of 17 we would face a future loss when setting up again a third day. Although a number of committee members felt that we faced reducing to two days, **it was agreed to delay this decision until May’s committee when it would be the sole item on the agenda. During this time, AH to be in contact with L&Q over the problem we face at Albany Court to say that we may be forced to close Tuesdays or move to another venue unless a compromise is found. Also PP and AH to prepare detailed projections based on a number of possible scenarios for consideration at the next meeting. AB expressed concern about stopping advertising in the Guardian and it was agreed to continue on an inside page for the time being.**

Harmony Hall and Charity Shop – the proposals of the February sub-group

AH

PP & AH

Next meeting

Next meeting

	<p>meeting re the lease have been put to the landlord and we are awaiting his response. AH had discussed the need for a panic button with the volunteers and what had been suggested was a button by the till which rang a bell at the back of shop. LL offered to install. AS queried having a key to the back of the shop and it was pointed out that this usually hangs on a hook in the cupboard behind the till. As requested, the rota had been circulated to sub-group members. It was pointed out that we were still considering the possibility of a paid position bringing together responsibility for both Harmony and the Shop which would include an element of volunteer management.</p> <p>Mental Health – this had not met, but there had been some developments. COS is now on long-term sick leave. In her absence, Joss Southcombe is acting up as Interim Team Leader. A Service Specification is being revised in respect of having a contact worker within NELFT. The CCG are undertaking overarching review of all its contracted services for consideration over the next few months. As a result we have been offered a six-month contract with a guaranteed six-month extension.</p> <p>Staffing and Volunteering – this group had not met but had amalgamated with the Disability Group for a short time.</p>	LL	ASAP
6.	<p>Matters Arising</p> <p>Trustee induction pack – JJ and LL to continue revising policies</p> <p>Memorandum and Articles – it was pointed out that the version circulated at the last meeting had been the most recent</p> <p>Visible Quality Assurance Chartermark – it was questioned whether we want a trustee training session on this subject, but the issue was not resolved. A request was made that the trainer e-mail his presentation as he had promised for participants.</p>	JJ & LL	Ongoing
7.	<p>Date of next meeting – 6.30pm on Thursday 14th May in Harmony Hall.</p>		AH to chase ASAP

