

Minutes of Management Committee meeting

Time and Date:	6.30pm, Thursday 15 th October 2015		
Venue:	Harmony Hall, 10 Truro Road, Walthamstow, London E17 7BY		
Attendees:	<p><u>Committee members</u></p> <p>Amanda Burke, <i>Ordinary member</i> Monica Coles, <i>Ordinary member</i> Maggie Houlihan, <i>Ordinary member</i> Sally Johnson, <i>Ordinary member</i> Lloyd Lewzey, <i>Ordinary member</i> JJ O'Connor, <i>Ordinary member</i> Mike Pritchard, <i>Ordinary member</i> Mohammed Quereshi, <i>Ordinary member</i> Linda Sansum, <i>Ordinary member</i></p> <p><u>Staff</u> Alan Horne, <i>Manager</i> Phillip Parr, <i>Book-keeper</i></p>	Apologies:	<p>Maureen Dods, <i>Chair</i> Robert Hayward, <i>Ordinary member</i> Annajulia Santoro, <i>Ordinary member</i></p>

Item No	Agenda Item	Person Responsible	Action to be completed by
1.	<p>Welcome and Apologies In MD's absence, JJ agreed to Chair the meeting and welcomed MC and LS who introduced themselves. PP was welcomed once more in the role of Book-keeper to answer any financial questions.</p>		
2.	<p>Update on sub-groups</p> <p>I. Staffing and Volunteering MP reported that, with all the current uncertainty, this group had not met but needs to look soon at a number of issues concerning staff contracts</p> <p>II. Mental Health Evolve staff have now been re-employed on new contracts until 30th November. Chris O'Sullivan is now back working three days a week. We were told by Commissioners at the end of September that it would take ten working days to choose the new Wellness Service provider. At which point the commissioners would be free to open discussions with the new provider. We don't know quite what this means for the future of Evolve so have drafted an e-mail to commissioners asking directly what our situation is. Hopefully we should be clearer in the next few weeks. Concerning the office, rent has now been paid until the end of December – our solicitor has said we are under no contractual obligation to the landlord. There are a number of possible funding streams we are investigating for thinkarts! Thinkarts! attended the World Mental Health Day display at Vestry House Museum's Apple Day celebrations. More funding is due from Creative Barking and Dagenham.</p> <p>III. Disability and Dementia Disability is up to 46 clients now – at Chingford we're nearing capacity (twenty a day). In order to grow more there, we would need additional staff and there is some</p>		

	<p>uncertainty about whether the space there would allow us to take additional people. AB said a sub-group was planned for a couple of weeks' time looking at such issues as ensuring we have adequate staff cover, and the handling of personal information. The group's objectives are primarily about recruiting and supporting volunteers. Maureen's position there is not ideal – she is a volunteer, but on occasions is being paid to provide cover. This situation does not provide security. It was agreed that the Disability sub-group should come up with concrete proposals for the future – they need to form a working party for the December meeting of which PP would need to be a member.</p> <p>IV. Charity Shop and Harmony Hall</p> <p>MD is away and this group has not met. The issue of the Access Audit is a separate agenda item.</p>	<p>Disability and Dementia sub-group</p>	<p>December committee meeting</p>
<p>3.</p>	<p>Finance Report</p> <p>PP presented the full year budget sheet prepared up to 30th September 2015. LL commented that the sheet should have been circulated earlier to allow trustees time to consider them. PP explained that the third Thursday fell quite early in the month (the 15th) not allowing a lot of time for preparation. He reported that the Disability figures had picked up so he had increased the monthly projection from £9k to £10k – he is confident this is realistic and achievable. The shop also is doing well – so he proposed increasing the monthly income projection from £3k to £3.6k. The Evolve invoice for the contract extension had gone out and should be in shortly. The figures presented showed was on the basis of Evolve closing at the end of November. AH pointed out that as the money had been paid for the Access Audit, the money should be taken out of the provisions account. At the conclusion of his report PP left the meeting. JJ later raised queries as to the Disability service's monthly income jump from £9k to £11k between July and September plus the £5k from Chingford Physically Handicapped Association. These could not be adequately answered in PP's absence so it was agreed that, in future, PP be asked to remain throughout the entire meeting.</p>	<p>PP</p> <p>AH</p>	<p>ASAP</p> <p>ASAP</p>

<p>4.</p>	<p>Harmony Hall Access Audit</p> <p>Copies of this were distributed alongside a worksheet showing the priorities it had identified. Concerning a ramp, it says that a ramp running along the front elevation of the building would cost in excess of £12k and would require planning consent with the construction of a new retaining wall, new steps from the pavement, alterations to the garden wall and new gated entry to the front left hand corner of the building. One alternative would be a platform lift, but these have what the report calls "maintenance considerations". It would also need to be locked and secured. It says that, given the nature of the charity, a ramp would not be viable without significant funds being made available – we currently have £8k set aside for this. The report points out there is already direct level access to both the Hall and rear entrance and suggests a feasibility study in respect of design and cost. With respect to access to the first floor of the building, the report proposes two options, both costly – (a) an external lift or (b) building a second level on top of the level to the right of the building. It concludes that the lift would be far from ideal in that it creates an additional entrance to the building rising to a new lobby. The other proposal to form an additional storey with a lift rising from the entrance way it sees as preferable in that it would create additional space to be let out (an additional funding stream) with improved facilities. It does though concede that this would involve considerable cost. It was suggested that we show this report to Livability and gauge their opinions about its findings. Also that we contact the Council's Highways Department about the issues it refers to that are their responsibility. Last but not least it was agreed that this should go on the agenda of the Harmony/Shop sub-group to set out an action plan for the implementation of the proposals.</p>	<p>AH AH Harmony/Shop sub-group</p>	<p>ASAP ASAP Their next meeting</p>
<p>7.</p>	<p>Minutes of the meeting that took place on Thursday 17th September 2015</p> <p>Agreed without amendment.</p>		

<p>8.</p>	<p>Matters Arising Treasurer -- The issue of the vacancy in the Treasurer post was discussed. AH had checked our Constitution which talks of a Chair, Vice-Chair and Secretary, but not a Treasurer. Companies House requires the specification of a Company Secretary only and the Charity Commission requires us to register a Chair. It was agreed that an advertisement for a new Treasurer be circulated before the next meeting Disability and Dementia Sub-group – it was agreed that this should for the time being be amalgamated with the Staffing and Volunteering Group Chingford Physically Handicapped Association – a thank you to be sent to them on behalf of the Committee Charity Shop – there was some discussion about the need for and practicality of cleaning the tiles at the front of the shop Policies – JJ and LL to continue their work on policies in the second week in November. Trustee training – AH to ask the trainer for copies of his Powerpoint presentation and MH’s certificate. The presentation to be sent to the new committee members. Harmony/Shop sub-group – AH was asked to check with MD whether there was a sub-group meeting planned for 28th October.</p>	<p>AH Both groups AH JJ and LL AH AH</p>	<p>By next meeting For next meeting ASAP 2nd week in November ASAP ASAP</p>
<p>9.</p>	<p>Any Other Business None requested</p>		
<p>10.</p>	<p>Date of next meeting 6.30pm on Thursday 19th November 2015 at Harmony Hall.</p>		