

Minutes of Management Committee meeting

Time and Date:	6.30pm, Thursday 17 th March 2016		
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, Chair</i> <i>Maggie Houlihan, Ordinary member</i> <i>Sally Holman Johnson, Ordinary member</i> <i>JJ O'Connor, Ordinary member</i> <i>Mike Pritchard, Ordinary member</i> <i>Linda Sansum, Ordinary member</i> <i>Annajulia Santoro, Ordinary member</i></p> <p><u>Staff</u></p> <p><i>Alan Horne, Manager</i> <i>Phillip Parr, Book-keeper</i></p>	Apologies:	<p><i>Robert Hayward, Ordinary member</i> <i>Mohammed Quereshi, Ordinary member</i></p>

Item No	Agenda Item	Person Responsible	Action to be completed by
1.	<p>Welcome and Apologies Apologies as above.</p>		
2.	<p>Office premises At the time of the January meeting, the LBWF Central Resource Hub seemed the most attractive option. But we're now two months away from the date we have to vacate the Truro Road office and we have had no decision from LBWF about their plans for the building. We were looking at two offices on the ground floor. In the interim the staff have explored several other possibilities. They are unanimous that the best option would now be in Peterhouse in Upper Walthamstow. We have need to accommodate two full-time equivalent administrative staff (comprising one full-time worker and three part-time staff). Peterhouse has available an office which could accommodate up to four staff. Although it's not on a main road, it is just five minutes' walk from Wood Street Station on the Liverpool St overground line. They usually charge £500 per month for the room, but would be prepared to let us have it for £375 per month for the first six months, followed by a review with a view to it rising to £400 per month for the next six months. There would then be six-monthly reviews with a view to us ultimately paying £500 per month. In the first financial year, this would mean paying £4,650 as opposed to the £14,300 rent plus £3k additional running costs which Truro Road currently costs. It was pointed out that, wherever we go, vacating Truro Road will not come without a significant cost as it is. It was agreed to proceed with the option of moving the office to Peterhouse.</p>		

<p>3.</p>	<p>Finance Report Full year budget sheet up to 29th February 2016 – this showed the end of year with a deficit of £9,681. The shop is on course to make a profit of £15,774 and there should be approximately £10k left of the Evolve underspend at the end of the financial year. Harmony income was higher than anticipated, largely due to the fact that one of the churches now pays quarterly. Overall, income was £2,322 higher than expected and expenditure £649 less than expected. Shop monthly income exceeded £4k for the third time this financial year. Disability salaries and direct costs were higher than anticipated due to employing a new staff member and the use of agency staff. A graph was circulated showing that, in the last quarter of the financial year, we are predicted to make a small profit. PP made the suggestion that in future central costs get allocated on the basis of: Disability 30%; Harmony 50%; Shop 20%; and thinkarts! 0%. No decision was made on this. AS asked PP for a complete breakdown of the shop costs. MP questioned the logic of showing an end of year deficit of nearly £10k while ring-fencing £15k shop profit in the provisions account. This stimulated discussion on whether the shop should cover the deficit on the general account. AS felt that as responsible trustees we should always set aside a reserve to cover possible closure. She also offered to contact the shop landlord concerning responsibility for replacing the electrical system. PP asked whether we should consider opening a second shop. It was mentioned that although the shop was doing well this year, it is still quite fragile.</p>	<p>PP</p>	<p>By next sub-meeting</p>
<p>4.</p>	<p>Feedback from sub-groups Disability and Dementia – AB reported that the group met on 26th February. The service is at capacity in Chingford on Wednesdays and Fridays and up to 14 users on Tuesdays in Walthamstow. Staff emphasised the need for a permanent base which is secure, has 2/3 disability accessible toilets, with cooking facilities. We do experience friction with Age UK at the Northern Hub. The completion of care plans is ongoing. Two proposals were put forward:</p>		

- **That we confirm Shopna Ali in the substantive Team Leader post**
- **That we recruit a second Disability Support Worker for two days a week rather than continue to pay agency staff**

These were both agreed. It was asked whether we can be gender-specific when advertising in respect of current toileting needs. It was also suggested that we advertise for volunteers in the local Guardian. Given the fact we will be recruiting, it was suggested that we have a conversation with the Dementia Support Worker about his request to stop working on Fridays – maybe we can come to a compromise whereby he has just some Fridays off.

Harmony Hall and Charity Shop – we have just interviewed potential candidates for the substantive Harmony Premises Manager post and failed to appoint. A bid has been submitted to St James Big Local for new signage and a shutter etc. There was discussion about asking volunteers to scrub the front and back of the shop or whether to pay someone periodically to clean the front and the back of shop, and the toilet. LS will ask her window cleaner about cleaning the shop window. A suggestion had been submitted that some of the shop profit go to help stabilise the work of thinkarts! It was felt more information was needed about what thinkarts! is actually doing before this decision is made.

Mental Health – this last met on 22nd February. It was a good meeting at which Neesha reported on thinkarts! current activities. At present, the funding she has been getting has been primarily health related. The Harmony Health Hub has expanded with a small creative writing group meeting. Many possible proposals had been put forward but to be realistic these need to be linked to funding streams. The ELMS Drop-In has got off to a good start and there has been a very positive response to the Spring Health Hub Newsletter.

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By next meeting

5.	<p>Business Plan MD pointed out that this needs to be reviewed and invited the Chairs of the different sub-groups to feed in to this.</p>		
6.	<p>Minutes of the meeting that took place on Thursday 21st February 2016 Agreed without amendment</p>		
7.	<p>Matters Arising <i>Harmony Premises Manager</i> – as we have failed to appoint the post this time round, we are looking to review the post and re-advertise. When this is ready, AB will ensure it gets included in Stella Creasy’s newsletter.</p>		
8.	<p>Any Other Business There being no further business, the meeting concluded.</p>		
9.	<p>Dates of next meetings Thursday 21st April 2016 – sub-groups Thursday 19th May 2016 – full committee</p>		