

Minutes of Management Committee meeting

Time and Date:	6.30pm, Thursday 19 th November 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, Chair</i> <i>Robert Hayward, Ordinary member</i> <i>Maggie Houlihan, Ordinary member</i> <i>Sally Johnson, Ordinary member</i> <i>JJ O'Connor, 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>Maureen Cole, Ordinary member</i> <i>Lloyd Lewzey, Ordinary member</i> <i>Mike Pritchard, Ordinary member</i></p>

Item No	Agenda Item	Person Responsible	Action to be completed by
1.	<p>Welcome and Apologies</p> <p>Apologies as above. MC is having to stand down from the committee due to childcare issues at home and increasing demands of husband's job. The earliest she would be able to make future meetings would be 7.30pm and she doesn't want it changed just to suit her. MC would still like to continue on Disability sub-committee if possible.</p>		
2.	<p>Future of Disability and Dementia Service</p> <p>JJ and AB gave feedback from a recent sub-group meeting. The Disability/Dementia Service had a period of instability during its transition from being funded by a Council grant to being funded by individuals either in receipt of Direct Payments or by self-payers. This transition experienced a difficult start as we had to close down our centre in Leytonstone due to a lack of take-up. However, elsewhere numbers were increasing and we were able to open for a second full day in Chingford. Due to the instability we lost our Team Leader, Rachel. Since then, Shopna has acted up on a temporary basis. We either now need to make the current situation permanent or re-advertise. Over the last few months, the needs of our clients has become greater. This is probably a time when we need to step back and look at what we currently provide and want to provide in future. AH reported that recently Club volunteers have done Health and Safety, and First Aid training. All of those engaged in any way with manual handling of clients have undergone recent training on this. Referrals to the service used to come from Social Workers when the service was "free" at the point of delivery, but these dried up when the Council grant finished. We get probably one referral a month via the Dementia Service memory Clinic at Red Oak Lodge but all of those so far have been self-funders. The Morley Centre no longer</p>		

	<p>operates day care but LBWF offers some half day sessions in extra care homes. MD felt we needed to move to a situation where we are financially stable and then offer free places to those in need without the ability to pay. There was some discussion about what this service provides is charitable and it was generally agreed that to give respite to carers is charitable. MD asked whether the committee were happy to continue to offer this service. AB felt it important that we need to ensure the same level of activity. There was discussion about our dependence on agency staff and the possibility of establishing a bank of occasional workers. There was a question about what level of fee the agency gets. MD said that the opinion of the committee seemed to be that we should continue to provide this services. We should look in future to provide free places when possible. That we should proceed with the recruitment process for the Team Leader post which should become substantive. It was suggested that AH and PP go back and look at the number of hours it currently needs and bring a proposal back to the next meeting.</p>	<p>AH and PP</p>	<p>Next meeting</p>
<p>3.</p>	<p>Updates</p> <ul style="list-style-type: none"> • Evolve – the Staff’s last day is next Friday. The Wellness Workers and Manager’s JDs are up on NHS website – they look encouraging for current staff. Chris and AH are meeting tomorrow with FedNet to talk about the transfer of clients. When asked FedNet said: “... <i>we feel the model we presented relies on Evolve and FedNet working together ... It surely only makes sense to discuss any contractual detail, after the result of the bid process.</i>” Hopefully tomorrow we will get a chance to talk about what this means in practice and whether it gives any future hope/role for CREST. MD said we have to hope that the current staff get re-employed. • Harmony and Shop sub-group -- Mirza has started some of the first priorities arising from the Access Audit. AH has also had a meeting with someone from an organisation called the <i>Centre for Accessible Environments</i> who offer free support to organisations that have had a City Bridge Access Audit undertaken. 		

	<p>They are going to undertake costings on all the recommendations. AS and AH to look at issues around the manhole cover and uneven floor at the Shop. Also the need for a new sink and taps.</p>	AS and AH	Next meeting
4.	<p>Visible Community Matters currently holds £833 towards our Visible accreditation fee leaving £567+ vat to pay when the time comes. JJ felt we should look at what still needs to be done – part of it involves gathering feedback from users and carers and being responsive to what they're saying.</p>		
5.	<p>5. Finance Report</p> <ul style="list-style-type: none"> • Full year budget sheet up to 31st October 2015 – circulated by PP. This showed a deficit after provisions of £14,885 at the end of the financial year. There has been a continued improvement in Disability income. Harmony and the Shop are both doing well. The Shop is currently showing a clear profit of £6,594 after all costs are deducted. A question was asked about the new shop lease and it was confirmed that it will have break clauses at the end of each year. AH pointed out that, although the provisions account shows a comfortable "cushion", the amount actually in our bank account is significantly lower – this is because income is shown as invoices are issued, but payment is usually getting on for a month after and some debtors take a lot longer to pay – hence there is £16k outstanding on Harmony and £10k on Disability. This was not an issue when we were having regular sizable quarterly funds coming in from LBWF and the CCG but it now throws in to sharp relief the issue of cash-flow and the importance of getting people to pay promptly. We do have a £15k overdraft facility with the Co-operative and in coming months may have to use it. It was agreed that a sub-group should look at the office costs and put forward a proposal. 		

	<ul style="list-style-type: none"> • Draft accounts for the period ending 31st March 2015 – a new and revised Trustees Report was circulated. AH asked trustees to let him know if there is any changes needed. The accounts actually show a large deficit at year end but this is deceptive. It is largely the result of two issues -- the Big Local spend for which the income arrived in the previous financial year and the auditor's insistence on showing the annual depreciation on the major Harmony capital improvements. There was some debate about both issues. Concerning the capital improvements there is an argument that we benefit from the additional income arising from the improvements. However, these are not fixed assets that can later be sold. There was also discussion about clearly showing the separation between CREST and Big Local monies. 		
6.	<p>Minutes of the meeting that took place on Thursday 15th October 2015 Agreed without amendment</p>		
7.	<p>Matters Arising Harmony Access Audit -- AH has sent the Access Audit to Livability, but not yet written to Highways Department Treasurer – the advert for a new Treasurer is yet to go out. AH to arrange. Chingford Physically Handicapped Association – it was pointed out that a thank you has yet to be sent. AH to arrange</p>	<p>AH AH</p>	<p>ASAP ASAP</p>
8.	<p>Any Other Business Thinkarts! -- to date volunteer Paolo Lenotti has raised £610 for thinkarts! People can still donate up to the end of November Harmony Health Hub – the newsletter has been completed, but has been delayed because Charmaine Harris who produced it was rushed in to hospital with</p>		

	<p>Appendicitis Policies – some are being reviewed and need to go out.</p>		
<p>9.</p>	<p>Date of next meeting There was some discussion about the next meeting. MD felt we should revert to having sub-groups every other month but AB felt we become a slow-moving organisation when we do so. MD felt that if everything came to the main committee then we would need to be better at working outside of meetings and bring proposals to meetings. It was agreed we would revert to sub-groups again. The Harmony/Shop group has been working well and the Health Hub has a lot of potential. Staffing and volunteering has not met for a while but it was felt that if there is a staffing issue within a sub-group it should come to the main committee. There is a need to look at the current composition of the groups and review them. Office space is an important issue for the future as is the implications of the loss of Evolve. The question was asked whether we need a thinkarts! and Health Hub sub-group. MH agreed to talk to Hestia and put something together about that. MD and AH to circulate information about immediate issues. It was felt that sub-groups have been an effective way of operating and that trustees get involved in a significant level of detail.</p> <p>Thursday 17th December 2015 was set aside as possible date for sub-groups to meet though the proximity to Christmas may prevent this.</p>	<p>MH MD and AH</p>	<p>Next meeting As needed</p>