

What Next? Trustees Meeting

Charity Registration Number: 1196404

1st Meeting of the Board of Trustees for What Next?

Date of Meeting: 22nd November 2021, 7:30pm

Board of Trustees: Mark Bray-Parry, Treasurer (MBP)
Jacqueline Drijver-Ludlam (JDL)
Rieks Drijver (TD)
David Faraday, Chair (DF)
Claire Matthes (CM)
Rob Oulton (RO)

In Attendance: Shirley Faraday (SF), interim Godalming Centre Manager

Agenda

1. Welcome (DF)
2. Appointment of Godalming Centre Manager (DF)
 - Notes: Shirley has been operating as the interim centre manager since July.*
 - Proposal: Shirley Faraday is confirmed as the Godalming Centre Manager for a period to be agreed at this meeting.*
3. Bank Account (MBP and DBFF)
 - a. Selection of Bank
 - Proposal: we agree our banking provider at the meeting.*
 - b. Signatories / Bank Cards
 - Notes: how many and who?*
 - Proposal: we agree banking signatories and bank cards at the meeting.*
 - Action: complete administration to open bank account – who, when?*
 - c. Initial Funding - donations
 - Notes: confirm donations from Live Your Values Ltd. and Rob Oulton.*
 - Proposal: we confirm initial donations at the meeting.*
 - Action: arrangements are made for the transfer of funds – who, when?*
4. Insurance (DF)
 - Notes: enquiries have been and a quote sought from Naturesave.*
 - Proposal: we agree our insurance provider at the meeting.*
 - Action: complete administration to secure insurance – who, when?*
5. PPL/PRS Licence (SF)
 - Notes: enquiries have been concerning requirements for a music licence.*
6. Equipment Loaned and Donations made (other than initial funding) to What Next?
 - Notes: a document is attached detailing the equipment loaned to What Next? (including terms and conditions) and any donations made.*
 - Proposal: that these loans and donations, along with terms and conditions, are recorded in the minutes.*

7. Local Authority Rates Relief & Utility Bills (SF)

Notes (rates): rateable value of property £14,750, the multiplier is 51.2p, so the amount payable is £7,552. We get mandatory 80% relief on this amount, so the amount we would pay for 2021 is £1,510 (this applies from April to March). We are classified as having occupancy from July so our bill for 2021 is only 75% of this amount which is £1,133.83. We have a schedule of payments starting on 1st December 2021.

Notes (utility costs): we have agreed with Elm Finance to make a contribution to the utility costs of £80/month starting from November 2021. Utility costs include heating and lighting of the centre, water and access to broadband internet.

8. Meetings (DF)

a. Annual General Meetings (AGM)

Notes: we have to hold our first AGM with 18 months of registration and subsequent AGMs at no longer than 15 month intervals. Our annual report and accounts must be presented to the AGM. At the first AGM all current trustees must retire, all can stand for reappointment.

Proposal: to make most effective use of our current group of trustees and to tie our financial year to the tax year it is proposed to prepare our first annual report and accounts by 31st March 2023 and hold our first AGM in April 2023.

b. Other General Meetings (GM)

Notes: there are no requirements placed on the frequency of general meetings. GMs concern the broader direction and activities of the charity as opposed to the day-to-day activities; it is anticipated that the latter will be undertaken by specific operational groups which will meet as is required to their need.

Proposal: general meetings to be held on a quarterly basis as follows – July, October and January. Dates of each meeting to be proposed and agreed at the previous meeting. Proposed date for the first GM is Monday 17th January 2022. To be discussed under item 14.

c. Trustees Meetings (in addition to GM and AGM)

Notes: similarly, there are no requirements placed on the frequency or need for trustees to meet beyond the GM and AGM requirements.

Proposal: trustees agree to meet on an as-need basis outside the scheduled of GMs / AGMs.

9. Operational Groups (DF)

a. Types of Group

Notes: It is anticipated that much of the day-to-day activity of the charity will be delegated to smaller operational groups with specific remits and defined decision-making capability; they will organise their own meetings as is necessary to their activities. Depending on the operational group's activity, there may be a need for written terms of reference and a trustee may need to be allocated to a group (if deemed necessary) to provide oversight. As a start point, we will need operational groups to manage our centres (Facility Management Groups) and to manage specific projects (Project Management Groups); these groups will need written terms of reference as they will have their own (maybe significant) budgets and decision-making capability. In addition, operational groups may be needed created for one-off events, regular activities, small projects, etc. These can be more informal in nature and created / disbanded as need be. They may report directly to the trustees or to another operational group, e.g.: a Centre Management Group.

Proposal: we define the following types of operational group – i) Facility Management Groups; ii) Project Management Groups; and, iii) Event / Activity Groups.

Action: write terms of reference for facilities and project management groups.

b. Specific Group/s

Proposal: that an operational group is established to manage the Godalming Centre made up on the individuals agreed in this meeting.

10. Using our Centre/s

a. Balancing Purposeful vs Non-purposeful Activity

Notes: we have to set a reasonable ratio for the amount of time the our centres are used for purposeful (i.e. directly related to our objects) activity vs non-purposeful activity. Clearly, we can secure income from the non-purposeful activity, but only through 'reasonable' use of the centre for non-purposeful activity and up to a maximum income from trading of £8,000¹ if we want to keep our accounting simple.

Proposal: that we aim for a ratio of 75% purposeful activity to 25% non-purposeful activity based on our actual occupancy. The 25% would be a maximum and, because for short-term variations, this would be calculated on a quarterly basis.

b. Centre Occupancy

Note: we also have to demonstrate that we are using our centre/s effectively to justify the mandatory rates relief. This is quite important as there have been incidents of abusing this system. There is little guidance on this.

Proposal (for the Godalming Centre): based on a normal working week (9-5, 5 days, so 40 hrs/wk), it is suggested we aim for a target of 75% occupancy of the centre (30 hrs/wk). We have permanent installations in this centre (i.e. the Our Other Mother exhibit, the indoor food garden, etc.) and we also use the venue to store equipment for pop-up / on-street events and activities. It would seem reasonable to attribute some of our occupancy to these elements, it is suggested we make this 20% of our target (or 6 hours). This means we would need 24 hours of in-centre 'activity' each week with people present. From above, 25% of this (i.e. 6 hours) can be non-purposeful, resulting in a minimum of 18 hours of volunteer activity each week .

Notes: Based on the above, in October we achieved 67% of this occupancy target with 24% of this being non-purposeful; in November, we achieved 75% of this occupancy target with 18% being non-purposeful; and, based on current plans for December, we will achieve 75% of this occupancy target with 40% being non-purposeful (this assumes we are closed w/c 20th and w/c 27th December. For the quarter, we will achieve 72% of our target occupancy (56% overall occupancy) with 26% being non-purposeful.

c. Existing Clients

Notes: prior to our 'formal' occupancy there were two regular clients using the venue space – i) Atomusicality, a choir, weekly 1.5 hrs/wk at £20/session; ii) The Godalming Speakers, public speaking groups, fortnightly, 2 hrs/session at £20/hr (£40/session). This would account for 2.5 hrs/wk of the non-purposeful time we could allocate with an income of £40/wk.

Proposal: we continue with these bookings (NB: these bookings are included in the figures stated in the Notes for 5b).

Action: confirm with existing clients.

d. New Clients

Notes: we have a provisional booking from DomDom Drum School for the 7th, 8th and (maybe) 9th December to run a drumming showcase, one-off, 3 hrs/session, £15/hr. We also have a provisional booking from Cinzia Fontana of Amo Food Design to use the venue for a wedding vegan pasta tasting for 24th November (7:00pm) or 4th December (12:00pm), 2 hrs/session at £15/hr; Cinzia has her own hygiene certificate and her own public liability insurance.

¹ If our turnover remains under £32,000, we can have a small trading turnover of no more than £8,000. If we exceed £32,000, but remain below £320,000 our small trading cap is 25% of our total turnover. Also, if our annual turnover stays below £25,000 there are no auditing requirements.

Proposal: we honour these provisional bookings (NB: these bookings are included in the figures stated in the Notes for 5b).

Action: confirm with new clients.

11. Levels of Engagement with What Next (including Membership)

Notes: details of the levels of engagement with the charity are suggested in the attached document. Levels of engagement are: supporters, volunteers, members and trustees. Details relating to trustees and members rights and responsibilities are given in our constitution.

Proposal: we adopt the proposal on levels of engagement, subject to the corrections agreed at this meeting.

Actions: make all engagement systems live; creation a management system for membership.

Notes: information concerning of distribution lists and management of data are suggested in the attached document.

Proposal: we adopt the proposal on email distribution lists, subject to the corrections agreed at this meeting.

Action: creation, management and use of email distribution lists.

12. Discussion Items: the principles relating to:

- a. E-mails for Trustees
- b. Other What Next Centres
- c. Communications Policy & System
- d. Partnering / Umbrellaing (nice word!) Policy
- e. Collaborations Policy
- f. Health & Safety Policy
- g. Hiring of Centre Policy
- h. Payment of Services Policy

Notes: these items will be discussed if there is time. There are few / no specific proposals for these items. Some clear proposals might be tabled and adopted at the meeting. More likely, individuals will be actioned to prepare proposals.

13. Any Other Business

Notes: AOB items should be brought to the attention of the chair in advance of the meeting. Typically, no items should be tabled in AOB at the meeting without prior notice.

14. Date for First General Meeting in January 2022