

## BCC Meeting 6<sup>th</sup> June 2020

Present: Ruth Bull (chair), Phil Martin, Tim Fox, Simon Thompson, Susanne Kelly, Nicholas Mannoukas, Angie Smith, Clare Gough, Richard Sanders and Debbie Sanders (minutes)

1. Roo started the meeting with a brief question to all to name something good from the last few weeks. Tim opened the meeting with prayer.
2. There were no issues with the minutes form the last meeting in March 2020
3. Due to time constraints and the important items up for discussion the order of the agenda was moved around to focus on quicker items first.
4. **Committee Membership:** Katie Miller has formally stood down from the committee due to time constraints. The committee thanked her for all her work and agreed that a small gift should be sent along with a Thank you card. The gift will be from Othona but it is hoped that individual members might make a contribution. Ruth asked for any suggestions for new members, Tim suggested that there should be positive recruitment drive for younger people. Ruth also suggested that anyone with safeguarding experience would be very helpful. Susanne prosed that Jenne might be able to provide advice in this area. Ruth will arrange a meeting between Geraldine, Jenne, Liz Johnson and herself to discuss this further
5. **Safeguarding:** Tim reported that Richard and Debbie have both completed the online safeguarding course from the Diocese. We will do these courses with the ECS volunteers as a group activity, which will be better due to language difficulties. This will be done nearer to the time we open so the information is fresh for them. We are in the process of getting our enhanced DBS certificates.
6. **Health & Safety:** Simon has been working very hard to produce up-to-date risk assessments for the site. These documents have been circulated for comments before being submitted for approval by the trustees. Once these are completed he will do SOPs as required, generating lists of potential risks and how to deal with these. In regards to covid-19, the safe system to work will be done just before we open so it is in line with Government guidelines. There is a pro forma in place to cover the current staff and volunteers. Tim was asked about fire safety, once the new alarm system is fully fitted he will get the local brigade to come and inspect the site and has also spoken to the main Essex branch regarding assessing the systems here. He confirmed that there is a written procedure in case of a fire on site. Janet Webster is the authorised person for H&S and Simon is the competent person for the site. The new plant is well covered by use of the i-auditor system, Phil asked about access to records for this but currently that depends on the

service contract going forward. If an alternative contractor is used then we might end up using an alternative system as Kevin has supplied the i-auditor software. Clare and the committee thanked Simon for all his work.

7. **Business Planning:** Phil and Tim have produced a document available on the Drive (Othona Essex Business Development Plan 2020 - 2023) identifying areas of potential growth at Othona over the next 3 years. There was insufficient time at this meeting for a detailed discussion but they would welcome any comments or suggestions.
8. **Warden's report:** Nicholas and Phil commented that it was a very comprehensive report. There was a discussion on the comments about the parking at the Chapel car park and potential for conflict with those wanting to park at Othona to use the beach. This something that will likely get worse and requires further discussion of how to manage cars coming in without being unwelcoming. The farm has been sold but Clare has confirmed that the overage that formed part of the original legal documents when the farm was sold by Othona still applies. This will be important should there be compulsory purchase order for the Bradwell B site.
9. **Finance:** Angie presented both the YTD accounts and the limited opening accounts. It was noticed that the i-pad recently purchased to run the i-auditor system was added to the equipment budget but there is not budget for this. It is in fact integral for the maintenance so should be on this budget (although there are insufficient funds in this). There was some discussion of the effect of the over spend at Othona on the budgets for the next year. Another unbudgeted spend was for the cess pit emptying. Richard brought up the fact that this needs replacing in the long term but obviously there is no budget for that at present. Without replacement it will require emptying more regularly.
10. **Plans for limited opening:** The discussion started based on the projection made by Angie for profit/loss for limited opening over the summer. This suggests that it would not be financially viable to open if we are only able to open for 5 family units during this time. Tim suggested that we needed to think more widely about what is the role of Othona during this difficult time. It was suggested that we put out the problem to the wider community to ask for suggestions. A number of other suggestions were put forward including hiring out the buildings for longer term use, use as a homeless shelter and increasing the cost X2/3 if we only have small numbers of people. We should look at appealing for donations in the wider community by just giving or some other method. Simon suggested that in the future it may be possible to have an agreement drawn up between us and a group to allow for mixing. We should keep our options open at the moment. Nicholas pointed out that the time given for these discussions was insufficient and we should schedule another meeting to discuss further.

**11. Summary:** Ruth summarised the meeting, thanking Angie for her vital information. At the moment it seems unlikely that summer opening will go ahead. We need to look at fund raising and form a subcommittee to take this forward. It is vital that we come up with new ideas to generate income going forward. Based on the discussions from today there will a revision of the proposals for reopening made by Clare.

**Action points:**

- Meeting to be scheduled for next Saturday at 9.30 am to discuss in more detail the reopening of the site, fund raising and overall income generation. Phil, Ruth, Nicholas, Tim, Simon, Susanne, Richard and Debbie to attend.
- Debbie to look into easy methods for people to donate to Othona.