

## Minutes of virtual BCC meeting held Saturday 6<sup>th</sup> March

### Present

Ruth Bull (Trustee/Bradwell Chair), Steve Barnes (Trustee/BCC member), Susanne Kelly, Nicholas Mannoukas, Geraldine O'Grady, Tim Fox, Clare Stone, Richard Sanders and Debbie Sanders. Apologies from Simon Thompson and Mary Grimson.

### Agenda

1. Opening prayer, welcome, attendance/apologies.
2. Minutes of last meeting and actions
3. Budget update
4. Feedback from the Trustees Meetings held on 15th Feb and 1<sup>st</sup> March.
5. Financial priorities - Breaking even in operational budget; Upgrade of Staff Accommodation; Wind Turbine Business Case; Septic Tank; Education building.
6. Re-opening plans
7. Search for Trustees
8. Safeguarding and H&S
9. Strategy Review: what have we achieved from our 2015/2020 Strategy.
10. Strategy - reality check.
11. Any other business
12. Decisions, actions, future meetings.

### 1.

- Meeting was started with an opening prayer from Steve.
- Apologies from Simon and Mary

### 2. Action points from the last meeting:

- **RB to contact Clare Stone regarding committee membership**- Clare has now joined.
- **RS to make slides from Bradwell B forum available.** – These are in the Committee shared drive
- **DS to make Bradwell report available.** - This was emailed around and is in shared drive
- **NM to start putting together a plan for a summer programme.** – This is ongoing
- **NM, SK and GO to discuss virtual programme.** – Some thoughts have been discussed
- **RS to put together information on wind turbine prior to next meeting.** – not yet actioned. CS will work with RS on this. The Trustees require a business case to be made with evidence for cost benefit.
- **All to bring ideas and thoughts about our response to Bradwell B to next meeting and circulate by email beforehand.** - Not yet actioned. Susanne discussed some ideas for a possible art project to highlight visual impact if this goes ahead.

### 3.

- RS presented the budget put together with TF for 2021/22. This is due to go the Treasurer on 8<sup>th</sup> March. The budget had to present a way to breakeven on operational expenditure.
- This budget was sent for comments to the current Treasurer Angie. RS has a discussion with Angie with regards to the comments and will make some amendments. Further discussions are required on the projected Heat and light figures and RS will generate some additional calculations to support the budget costings for this.

- The figure for donations may be a bit high and it depends on whether we continue to focus on general donations or go for specific funds (wind turbine, septic tank, bursaries etc)
- The grant for having ESC volunteers for 2021/22 was successful, however due to the effects of covid and Brexit it is anticipated that there will be additional cost of around £5,700 for the four volunteers (visa applications, covid tests and health surcharge)
- RB Asked for views on whether fees should increase; Tim proposed keeping them the same for this year, which was agreed.
- There is an extended period now for furlough until September so we should make use of this and maximise help from volunteers. As the ESC volunteers will not be here until at least June we will require additional help from the Community.

#### 4 & 7.

- RB and SB shared an overview of the recent Trustees meetings. These have focussed on procedural objectives and some of the outcomes can be viewed by the Committee in the shared drive.
- There has been an active search for suitable candidates to fill roles as Central Trustees. This has resulted in the appointment of Joanna, Michael (new Treasurer) and there are two other possibilities, one of whom has H&S experience and the other safeguarding expertise.
- There are two vacancies for Bradwell Trustees and the Committee discussed the best way to identify possible candidates. It was agreed that while certain skill sets were desirable it was also very important that these people should have knowledge of and commitment to the Community here.
- CS asked how onerous the role was and it was discussed that outside of the covid situation the Trustees meet 4 times a year with one residential weekend.
- TF suggested that it would be good to have some younger people as trainee trustees and RS asked if Trustees have to live in the UK. RB thought this was the case but Tim will check if Directors can live outside the UK.

#### 5.

- The budget this year requires us to breakeven with operational costs and requires tight control of spending.
- RB discussed the use of a specific donation to cover the cost of putting a tin roof on to the Education building and putting in energy efficient electric heaters. A business case is being put together for this and Susanne will add her expertise opinion on the structural benefits. There was some evidence of water penetration detected by Kevin Knight on installation of the fire alarm system and the pipes had frozen over the winter. All the Committee support that this work is top priority.
- Work towards funding a second wind turbine is ongoing. The planning application is still in progress. RS and CS will look at possible sources of funding and we still have the £10,000 from the Essex Community Foundation available if we can match fund. There is the possibility of government support for wind turbines later this year.
- RS mentioned that it might be possible to look at less expensive ways of repairing/replacing the septic tank system and will look into this.
- It was agreed that a general fund-raising appeal letter should be sent out to the membership as these have been very successful and well supported. GO and RB will draft this.

6.

- The plans for reopening were discussed. ST had sent a very helpful email supporting the idea of a phased gradual plan to minimise any potential covid problems. He stressed that we need to balance financial benefits with safety.
- TF suggested at this stage we were not in a position to look at vaccine passports and testing visitors. We will see what the situation is nearer to the time of residential opening. The idea of testing guests seemed quite problematical.
- The current plan would be to focus on residential weekends, this would enable us to still make use of the furlough scheme when possible and operate safely with the number of staff/volunteers present.
- There will be a need for volunteer help during this period. Several Committee members offered their assistance.
- SK asked about camping on the additional 11 acres and whether this required planning permission, RS said you are allowed up to 56 days before this is required.
- TF briefly mentioned that this Christmas all of the core staff here would like to spend time with their own families and if the Centre is to open then it will require volunteers to run the event. He is going to actively look into this.
- It was decided that we would be able to offer concessions at the Manager's discretion going forward.

8.

- TF has completed his designated person safeguarding training and there were no issues to report.
- ST supplied a H&S summary email. This was mostly related to covid measures and he also pointed out that we have not yet had a visit from a designated external H&S consultant.

9 & 10.

- Due to time limitations, it was decided to have a separate Strategy meeting on the 27<sup>th</sup> March. CS will set up the zoom session for this.

11.

- DS commented that the Lent course was going well and was well attended.

12.

- Dates were discussed for the strategy meeting and also the next BCC meeting to occur prior to opening on May 17<sup>th</sup>

Action Points

- Strategy Meeting on 27<sup>th</sup> March 2021, again by Zoom. **(now changed to the 28<sup>th</sup> March)**
- Doodle survey to be sent around to decide date for next BCC meeting (DS)
- Business case for Wind turbine (CS & RS)
- Christmas opening. (TF)
- Bradwell B plans (SK)
- Fund raising letter (GO & RB)
- Previous Strategy documents to be made available (RB/DS)