

BF Committee

18th July 2020

at the Brighter Futures, 34 Wellington Road, Rhyl.

Minutes

Present:

Brian Penney
David Hampson
Jayne Jones
Katy Park
Shane Owen
Kellie Bowen
Stephen & Geraldine (guests)

Apologies:

Nigel Moores
Jade Wilkinson
Jamie Owen

Matters arising:

- # New committee folders – all members no longer required to use the printed folders, everything is now online in the business dropbox that can be accessed from anywhere.
- # Current post of caretaker is now vacant, no action as yet to fill this post, Shane will contact SMF in Aug/Sept to look at reappointing as the building comes back into use.
- # Works on the building continuing, internal works expected to be complete in early August (excluding music room) which will be a project for the women's shed.
- # Arrangements have been made to undertake additional cleaning / disinfection weekly going forward.

Personnel (staff and volunteers).

- # Geoff's post is vacant, Katy is on Furlough until Aug.

Financials

- # Please see attached finance report (June finance report)
- # Need to look at monthly finances being audited externally rather than relying on volunteers, approach to JV Banks and Salisbury Accountants made, Shane to feedback on costs involved.

CFAP capital request is being drafted, hopefully this will be ready for review next week..

Need to bid to TNL for additional funds to restart youth activities.

Missing statements, receipts and paperwork from the office, Geoff reported he taken them, asked for them to be returned, not returned as yet. Jayne, Katy and Shane started a full review of all finances and internal audit check, almost complete, maybe another week, will be emailed to everyone shortly.

Safeguarding, Health & Safety

COVID risk assessments done (2 done) one prior to re-opening, and one for projects when live, copies attached and discussed.

Fire drill was conducted by everyone and Wyn Electrical due today to work on EM and upstairs.

H&S Policy review is due next month, this might have to wait a few weeks more.

Fire extinguishers being serviced this month new extinguisher fitted upstairs.

Building matters

New disabled access toilets are almost complete and should be usable by early next week, just waiting for RD to plumb it.

New leak in roof found, Dave and Neil tried to look today, but seagulls chased them away, will retry in a few weeks once babies have grown.

Fire door was sticky, Neil repaired the lock.

Any other business

N/A

Next meeting

Next Meeting 4th August 2020 at 12.30