



'Supporting adults with learning disabilities  
to live active and fulfilling lives'

Company No: 3068661

Charity No: 1047403

**Branching Out Limited**  
(the "Company")

Minutes of **General Meeting** of the Trustees held on 8<sup>th</sup> February 2019  
at 27 Grange Lane, Littleport, CB6 1HW, United Kingdom

**Members Present:**      **Kim Taylor (KT)**                      **Brian Hayes (BH)**                      **Simon Gamble (SG)**  
   **Chris Barnett (CB)**                      **Susan Wiggans (SW)**                      **Rachel Wiggans (RW)**  
   **Chris Hook (CH) note taker**

**Apologies:**              **Matthew Williams-Gray (MWG)**      **Wendy Wilkinson (WW)**      **Dwayne Brook (DB)**

The meeting was chaired by CB due to the Chair KT being delayed due to traffic.

Item No.	Minutes	Actions
Item a)	<b>Declaration of Quoracy</b> The meeting was declared quorate with 4 Trustees present. See item b.	
Item d)	<b>Minutes of Previous Meeting &amp; Matters Arising</b> The minutes of the previous meeting were read. Matters arising: The pay increase has been implemented and back dated as per the minutes. The minutes were signed by CB, Trustee	
Item b)	<b>Annual Declaration of Interest</b> Forms were completed by those present. <b>ACTION: Forms will be issued to those who had sent apologies at future meetings.</b>	<b>MWG</b> <b>WW</b> <b>DB</b>
Item h)	<b>Annual Safeguarding Report</b> CB asked if there were any questions from this report which had been prepared by RW, Proactive Support Team Manager, which had been emailed to all Trustees prior to the meeting. There were no questions and all agreed it was a good report.	
Item l)	<b>Review of Service User Provision Report</b> This report had also been prepared by RW who gave a brief run through of its content. This had been emailed to all Trustees prior to the meeting. Surveys had been completed by all service users with a very good positive response. Pop-up shops are continuing to be promoted with service users in attendance although most said in the survey that they did not want to attend outside venues. Work is underway for the Fun Day which will celebrate 25 years of Branching Out. The date has been set for <b>2<sup>nd</sup> August 2019</b> . One of the Proactive Support Workers, Bev, is doing a Jurassic Walk in June and has a Just Giving page with donations coming to Branching Out. To donate please go to Just Giving and search for <b>Bev and Tash Fox</b> . All agreed that this was a very good report and RW was thanked for preparing it. There were no questions.	

Item l)	<p><b>Management &amp; Governance Policies Review</b>  SW explained that this document (which had been emailed to all Trustees prior to the meeting) contained all policies relevant to the Board which had been combined into one document. The document had been reviewed on behalf of the Board by CB ahead of the meeting.  <b>ACTION: KT asked for this to be put onto the agenda for the next meeting as she had not had time to review this. All Trustees to review for next meeting. in the meantime, the policies will be implemented.</b></p>	ALL	
Item h)	<p><b>Annual Health &amp; Safety Reports</b>  The annual H&amp;S reviews had been carried out for Head Office and the charity shop. These were reviewed by the Trustees who were satisfied with the reports.</p> <hr/> <p><b>Review and signing of Annual H&amp;S Policy Statement</b>  This was signed and dated by KT as Chair</p> <p><b>Review and signing of Bank Statements</b>  These were signed and dated by KT as Chair. All Trustees present viewed the statements.</p>		
Item h)	<p><b>Review of Risk Register</b>  KT said that this had been kept to a simple format. CB had prepared this document with the help of SW. KT signed the Register, making one amendment to the last item – Succession planning, recruitment and retention of staff. The risk level after control factors was changed from ‘low’ to ‘medium’. KT said there will always be some positions which will have to be advertised externally.</p> <hr/> <p><b>Retail</b>  KT said that the shop was now progressing well and she recognised the efforts of SW and CH. The window display in Cutlacks in Ely was good advertising for the charity. Donations are still flowing into the shop.</p> <p>The question of opening an eBay shop in a small office unit on the Wisbech Road in Littleport was discussed. A unit had been found at a reasonable rent. SW and CB had been to look at the space and it is ideal. At present the Branching Out eBay shop is being done by THE Admin Assistant in the office and is proving to be quite time consuming. Higher value items are now sourced from the charity shop and the plan is for many more items to be sold this way. There is money to be made by selling this way as demonstrated by other organisations and it would complement the shop revenue. There are more donations than the shop can cope with and would reduce the number of clothing items sent to Sense which are saleable. To expand this operation, it is necessary to employ somebody between the hours of 9.30am and 2.30pm.</p> <p>KT said the costs would be £13,000 over 6 months. After much discussion it was agreed by all present that this would be given a 6 month trial.  <b>ACTION: CB will contact the landlord for a start date to try and get a delayed start date.</b>  <b>Post Meeting Note: a start date of 1<sup>st</sup> March 2019 was agreed with us getting the keys w/c 18.01.19 due to the landlord’s holiday.</b></p>		CB Completed
Item c)	<p><b>Trustee Recruitment/Job Evaluation</b>  A list of skills required for the Board was handed round with Trustees</p>		

