

Company No: 3068661

Charity No: 1047403



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

Branching Out Limited
(the "Company")

Minutes of **General Meeting** of the Trustees held on 20th November 2019
at 27 Grange Lane, Littleport, CB6 1HW, United Kingdom

Members Present: Kim Taylor (KT) Brian Hayes (BH),
Simon Gamble (SG) Susan Wiggans (SW) Chris Hook (CH) note taker
Apologies: Wendy Wilkinson (WW) Matthew Williams-Gray (MWG)

Item a)	The meeting was declared quorate with 3 Trustees in attendance.	
Item b)	There were no declarations of interest.	
Item d)	<p>The minutes of the previous meeting were read, approved and signed. Matters arising from the previous minutes, the bank mandate has been set up but SG has not received notification. SW to follow up with bank.</p> <p>All actions from the previous meeting have been completed.</p> <hr/> <p>A brief demonstration was given by SG and SW on Microsoft Teams. All Board documents have been uploaded onto Teams and Trustees have been sent login details to join. It would appear that Teams can be used to record all meetings and produce typed notes. Once everyone has joined, there should be no need for emailing documents out to all prior to a meeting.</p> <hr/>	SW
Item l)	<p><u>BRANCHING OUT RETAIL STRATEGIC PLAN</u></p> <p>The shop is doing really well and showing an increase for the period April-September 2019 compared to the same period 2018 of over 25%. It is hoped this can be maintained for the following 6 months. The amount of donations received in the shop over the past few weeks has been amazing and almost too much to cope with. The re-organisation of the charity shop is now underway to make a more efficient method of sorting donations.</p> <p>KT as Chair commented that we could employ casual staff up to Christmas and also into the new year if required as the charity is in a position to be able to afford this. CH will speak with current volunteers to ask if they are willing to help out with this.</p> <p>POST MEETING NOTE: Three existing volunteers have agreed to cover 4 mornings and 2 staff members are working a few extra hours also.</p>	

Item I)	<p>The eBay shop is breaking even although we have had a change in personnel. Our new person Emily, has just started and will maintain continuity of the shop and is eager to get going.</p> <p>KT said it is good that staff are all working well together as a team and thanked CH for her hard work with this.</p> <hr/> <p><u>DAY PROVISION REPORT</u></p> <p>The report is well populated with photographs showing the work which is carried out by Branching Out Proactive Support Workers. KT asked if this could be put onto the website with some of the comments from the recent survey. This may not be possible as some of our service users do not wish to have their image used for marketing purposes. The report highlighted the diverse range of activities that are carried out.</p> <p>Branching Out have increased their presence in the community by doing summer and Christmas fayres. Also, fundraising is being carried out by local companies, TNS, Co-op and several coffee shops in the village.</p> <p>The website is still undergoing work on the site. Hopefully this will be completed before too long. Survey results will be put on there in time giving positive feedback from the community and parents and carers alike. Work is also being done on sending out newsletters to our supporters in a professional manner.</p> <p>Trustees were pleased to see the increase in Branching Out's work and to see that good use is being made of the facilities here on site.</p>	
Item I)	<p><u>RISK REGISTER REVIEW</u></p> <p>The risk register was reviewed with minor changes. This will be uploaded onto Microsoft Teams.</p>	
Item I)	<p><u>LIVING WAGE FOUNDATION INCREASE ANNOUNCEMENT</u></p> <p>The increase was announced on 11th November as being 3.34%, raising from £9.00 to £9.30 per hour. The budget had been agreed based on 3%.</p> <p>KT suggested that the minimum wage should be increased from £9.00 to £9.50 being an increase of 5.56%. SW was asked to submit updated costings. The Board's reason for this additional increase was to ensure retention and recruitment of staff and to recognise the additional duties that the Proactive Support Staff carry out for the service users.</p> <p>The 2019/20 budget approved by the Board on 8th May 2019 included 3% allowance for the Living Wage Foundation increase to be</p>	SW

Item m)	<p>implemented with effect from 1st January 2020.</p> <p>Based on the agreement of the Board on 20th November 2019, the newly agreed rate of £9.50 per hour will be implemented on 1st January 2020.</p> <p>POST MEETING NOTE: Updated costings were forwarded on 21st November 2019 and approved by KT as Chair.</p> <hr/> <p><u>ANY OTHER BUSINESS</u></p> <p>A brief review of the General Manager's report was undertaken. SW reported that £700 had been received from the Rotary Club towards the purchase of the new chairs.</p> <hr/> <p>There being no further business, the meeting closed at 18.50</p> <p>Date of the next meeting to be around 5th February 202, but due to problems with fixing the day of the week, this to be confirmed.</p>	
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MINUTES READ AND AGREED AS A TRUE RECORD

Signed Date