

Minutes of the AVPB Trustees at the Greystone centre London  
on Friday 24<sup>th</sup> March 2017 1100-1700.

- 1) In Attendance were Peter Horton, Alan Saleh, Joan Neary, Jane Harries, Colin Mallinson, Anne Martin.
- 2) Apologies for absence. Non. (All Trustees were present).
- 3) The meeting commenced with a workshop style round the table “Gathering” on the topic on Concerns And Worries, with one Trustee opting out due to believing this type of event is not business like, the guidelines for the meeting were also read out by the Chair. (These were the agreed guidelines as formulated at the Away Weekend in Birmingham).
- 4) The Minutes of the meeting held on 9<sup>th</sup> December 2016, having been previously distributed were agreed as accurate by all in attendance. A copy of the Minutes will be sent Jane for signature and placed in the National Office.

5) Matters arising

It was

noted that Cristina Sargent has resigned as a Trustee, The Trustees wish her well in the future and thank her for her contributions. (AM to send Thank You Card).

7d The Reserves Policy is still in progress (JN to progress)

12a The process of distribution of minutes will be by

Colin and not Alan as per the minute, and the cost to be claimed as it is a legitimate expense.

## 6) Appointment Of Positions.

The following positions were ratified from the Birmingham weekend:

Jane Harries : Chair

Anne Martin Vice chair

Colin Mallinson: Meeting Secretary

All positions to be until the AGM in 2018 with a review at the 2017 AGM.

The meeting also noted thanks to CM for the binding and distribution of the meeting papers.

We will try and get a Company Secretary for the next meeting. All to think about a suitable person.

## 7) Report back on actions from the last meeting and Away Day.

The action plan was updated, items not completed will be rolled onto the next Action Log (from this meeting).

One Main point was the fact that the Ops Com have decided (agreed by us) that all LEAD facilitators will have to prove they have up to date safeguarding training. If they haven't a course will be offered. The Ops Com have discretions as to whether their training is sufficient or recent enough. They will also continue to monitor and review the safeguarding needs of lead facilitators.

There have been a lot of activity from CM and AM regarding the IT issues. These will be discussed later under communication.

## 8) National strategy.

The Trustees all agreed that the Strategy was well written and credit to be given to JH for this.

When an item has been completed then we should report this to JH who will amend the master document accordingly. The revised version will be published for each meeting. Nothing will be deleted from this plan as it shows the completed date of items.

The title to be changed to "3 year strategy and action plan".

## 9) Terms of reference for Operations Committee

The Trustees are awaiting the reply from Martin Mansell regarding this. AS to chase him up. Once we have his replies JN will collate and distribute to us and regions for final comments. Only comments from the regions regarding the regions will be taken into account. This will then be sent to the trustees for ratification at the June meeting.

## 10) Terms of reference for trustees

With the amendment under Composition to read : The annual General Meeting approves the appointment for each member for a term of up to three years. No member may serve on the Board for more than 6 consecutive years. Then the policy was agreed. CM to distribute to Regions, Trustees and MM for inclusion on the website, as well as amending the Policy table.

## 11) Finances and fundraising

### Report from treasurer.

The pension is in hand and does not have any financial implications on the organisation nationally, as the regions are paying the contributions. The pensions have been set up using NEST. The pensions take effect from 1<sup>st</sup> April 2017. Alan Saleh is the principle delegate and Ed Hurren is the general delegate.

For the year we have had £8260 income for general purposes and we have spent £16140. We have reserves of £16000 so we have enough funding to run AVPB for about 2 years should spending be at the same rate as now.

The Insurance is up for renewal AS will try for the best deal.

Just giving we pay them 18% of what we receive

It was suggested that we separate the FUTC accounts from the main account. A discussion took place and the trustees decided that the accounts be written up so that it is immediately obvious to the treasurer whether the transaction is for general needs or FUTC. AS to contact EH to do this.

Any financial requests for paperwork should go through the Treasurer, due to several Trustees asking EH for the same information.

The Ops Comm budget was agreed.

### **Fund Raising.**

Joan presented a summary of what we needed to fundraise. It was suggested that a letter of appeal is sent to all our members. Jane to send the letter by post to every member on our database.

Ops com budget was circulated with an annual budget of £2,500

### **12) Tudor trust.**

The original role has changed from National Co-ordination to Development Officer, but they have agreed to this change. There are no new timescales, as obviously, we need to advertise etc before we get the money. The grant is £15,000

There were concerns whether the money is guaranteed or whether it could still be overturned by the Charity's Trustees? AM assured us it was guaranteed, but we decided that we wanted this in writing prior to taking the advertising further.

A business plan has been sent to us from Hazel McGrath in record time, so this is the business plan that we can send them. We are also going to send them the job description for the Change manager. The title will now be development coordinator. JN and JH to tidy up the documents and pass them to AM to send to the Tudor Trust within 2 weeks. The information will be circulated to Trustees for information.

### **13) Prison Strategy**

PH informed us that work at Long Martin prison has ceased as unfortunately there is a new Governor. He is also going to get three people Together for a weekend from the new Prison Group to get a new strategy up and running by the next meeting in June.

#### **14) Applications for Trustees and Newsletter Editor**

2 Trustees applications have been looked at. Nothing is certain at the moment. It was decided that the application from Tigger MacGregor regarding the newsletter be taken forward. JH / JN to discuss the requirements and parameters with her in more detail, so we don't end up with the bias and malicious comments as before which resulted in the current situation. The Newsletter policy to be forwarded as well. JH to expand the search for Trustees from other mediums.

#### **15) The International Gathering in Peru**

They require our annual reports to be submitted prior to the event, AS and JH to work on this together. The meeting was informed that there would be no funds available for AVPB to nominate someone to attend, however some regions are spending money sending people. Some people queried if sending people on a glorified holiday was a good usage of funds when we are in financial difficulty? Despite the objection been raised, it was agreed that the regions have autonomy to spend their funding as they please, however should AVPB put a levy on them then they would have difficulty in refusing if they were spending money in this way. AS to e mail a reminder to all volunteers about this event.

#### **16) Regional reports**

The regional reports will be emailed by JH as they are not fully collated yet.

#### **17) Website policy**

Thanks to JN and Barbara Jean for working on the website.

As the website policy was finalised with a slight change, JN will forward to CM who will send out to regions etc for immediate use, and update the policy list accordingly.

#### **18) Newsletter**

Margot has not had a letter sent to her as per 9 of previous minutes. A telephone communication has taken place. JH to contact Margot regarding been left hanging about and not been told of a final decision.

## 19) IT

A very short time was allowed for this topic so very little was discussed, the only points that were agreed were PH to contact Riley and get her to remove the diary in a short timescale. AM to thank Trisha for her constructive criticism, although her concerns were not aired due to time restriction, we felt they were perfectly justified.

CM raised concerns that this issue had not been given the gravitas it deserved.

AS agreed that since LH had become the IT controller the job wasn't the same and he was probably out of his depth.

AM to contact a friend who is "brilliant at IT" to assist us. In the meantime, CM and AM to carry on the investigation IT needs and problems we are having.

CM again expressed concern at this. The Chair then halted the conversation due to it becoming heated.

## 20) 2 complaints from the Chair of AVP Scotland.

2 trustees (JN and PH) left the room in case the complaint escalated and we needed 2 people who had not heard all the evidence. The complaints were read out and discussed at length. We decided on several courses of action.

CM to look at the complaints policy.

AS to send CM the AVPB Data protection policy

JH to get back in touch with Kate in writing

## 21) Any Other Business

- a) We were asked if we could make a contribution towards Maji ? airfare for coming to do the Workshops in London and Glasgow at which some AVP members attended free of charge. Whilst some people agreed (mainly those who had attended) there were some concerns raised as to what

other reasons he was here in the UK for. What were his expenses to attend the 2 workshops? Was a precedence been set? The organisers should have thought about this. We want to know what the balance from his airfare.

We concluded that we would make up any difference in the cost of him attending the actual AVPB workshops as this had a direct impact on our members. PH to find out more and come back to us all with a costing.

b) CM raised the point of not enough time for the meetings and suggested that we meet from 1000-1700 or even 0930, this would be more expensive but if that's what is needed to run the organisation then that's what's needed. Alternatively meet 6 times a year instead of 4. He acknowledged that AM has the view that business fills the time allowed, but still emphasised the point that things are missed off the agenda and rushed. As this was the end of the meeting no decision was made and his comments really fell on deaf ears.

## 22) Dates and times of future meetings.

Friday 23<sup>rd</sup> June 2017 (London) (JN to confirm room is booked) (JH to decide on timings).

Friday 6<sup>th</sup> October 2017 (Leeds) (If CM booking the AGM/Gathering as last year he will sort a room and Accommodation if needed out).

Friday 19<sup>th</sup> January 2018? (London) (proposed date).

There been no other business the Chair closed the meeting at 1715.

C Mallinson (Minutes Secretary).

Minutes agreed at the meeting of the Trustees on

Signed

