

Management Committee Meeting

Purpose: additional meeting to review time critical decisions

Thursday 16 March 7pm

Terrill's Clinic

Present:

Terrill Dobson (TD)

Erica Duncan (ED)

Claire Little (CL)

Kate Munro (KM)

Millie Stevenson (MS)

(Full attendance/No Apologies)

	Action
<p>1. Maternity Policy</p> <p>The following changes were agreed:</p> <ul style="list-style-type: none">- Change company to organisation. (action 59)- In 'Entitlements' remove "<i>and, wherever possible, try to arrange them as near to the start or end of the working day as possible</i>" (action 59)- In shared parental leave policy change to 'contact line manager for further details' (action 59)- Review annually- MC happy as final version with these changes.- Send to AT. If happy discuss with FC to standardise. (action 60 and 61)	<p>MS</p> <p>MS</p> <p>MS</p> <p>MS</p>
<p>2. Flexible working policy</p> <ul style="list-style-type: none">- To add that the manager should consult the board where required. (action 59)- Review date annually.- MC happy with policy with these changes.	<p>MS</p>

<ul style="list-style-type: none"> - Send to AT. If happy discuss with FC to standardise (action 60 and 61) 	MS
<p>3. Maternity cover</p> <ul style="list-style-type: none"> - Need to be mindful that a staff member on mat leave can come back earlier if wishes. Therefore, need to be careful in terms of length of cover. - MC agree for 4 month contract for maternity cover with possibility of extension on month by month basis (June – September 2023). - MC agree that part of NL budget allocated for filming could be used to support maternity cover but need to discuss with Eddie. KM to contact EB.(action 62) - EH and AT have put together advert. EH and AT will conduct interviews. - Need to ensure full safety equipment and access available to post holder: boots, gloves, helmets, somewhere to heat food, full waterproofs, toilet, ear defenders where required. VAA has action funder up to £5000 which could help cover staff equipment (e.g. PPE and laptops). KM to consider (action 63). 	<p>KM</p> <p>KM</p>
<p>4. E-Van</p> <ul style="list-style-type: none"> - Need to collaborate with KFH on the business plan for SK to participate further. Agree timescales. Otherwise, SK pursue exit option. Need member of KFH to collaborate with SK on business case. KM to let KFH SK's position on this. Seek confirmation of delivery date from KFH – KM to ask. (action 64) 	KM
<p>5. Gravel/Quarry</p> <ul style="list-style-type: none"> - EH asks MC if ok to accept gravel for SMF from local quarry. - MC agree that this is ok. - MS to let EH know (action 65). 	MS
<p>6. Composter</p> <ul style="list-style-type: none"> - Has been offered to local school. KM to follow up with school and council.(action 66) 	KM

7. AOB

- Possibility of further asbestos at SMF under soil. Arranged for contractor to look at site and see if problem requires for investigation.
- MC agree not possible to offer staff pay rises this coming year but will build into future funding applications.
- Review of accountants. MS has asked contact – awaiting reply. Could ask Rotary if know an accountant who could do informal independent review.