

ACTION

Present: Patrick Sheard, Julian Bales, Cindy Wait, David Hughes, Becci Murray, Sue Welch, Shirley Mills, Amanda Worlock, Siobhan Younger, Rachel Sinton & Karen Froggatt.

- 1 **Welcome & Apologies:** There were no apologies.
Patrick introduced Karen, our new CEO, to the board.
- 2 **Declarations of Interest:** Cindy as a tenant at the YH will leave the meeting for item 7.
- 3 **Membership applications:** There were none.
- 4 **Minutes from the previous meeting:** These were **agreed and signed.**
- 5 **Matters Arising:** There were none.
- 6 **Finance:** a) **Report on 2nd quarter results;** Julian had nothing to add to the papers and email that had been sent to all trustees before the meeting. He said everything was in line with the budget and there was nothing untoward. The end of year accounts will be circulated for approval very soon along with the trustee's report which is in line with the numbers.
b) **Proposal to reinstate Designated Funds;** Over the last few years a percentage of received rent has been set aside for repairs etc. As these were not fully designated this does not stand up to examination. The proposal is to re-instate but with a detailed plan and likely spending on all properties. All our properties are due to be surveyed this week. Money will then be allocated in more detail for items in need of repair or renewal. **All were in favour of the proposal.**
c) To approve spending of £11K on Youth Hostel flooring – **Agreed by all.**
- 7 **Youth Hostel update:** Improve floor covering – this has now been agreed. Food Shack – this has been shelved for now as too expensive. More en-suite – very little progress due to lack of available builders and issues of hostel capacity. Kitchen in staff accommodation – very little progress.
Karen had visited the hostel and had liked the building and its history but was not so happy with staff accommodation. Some solutions are needed as soon as possible. She and Ian Mark are due to visit again with Richardson builders to look at ideas for improvement and enlargement. Use could be made of the outside space with an extension to the flat. They need to be able to separate themselves from the hostel when not on duty.
Amanda asked about routine maintenance – the trust relies on Karl & Cindy to give feedback on what needs doing – GGT is responsible for some items but not others (the moveable things).
At some time the long-term future will need to be fully discussed.
- 8 **Election of officials:**
 - a) Chair – Becci Murray proposed by Patrick, seconded by Cindy – **All in favour.**
 - b) Vice-Chair – traditionally this is the previous chair to enable a smooth handover – Patrick Sheard proposed by Cindy seconded by David - **All in favour.**

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- c) Treasurer – Julian Bales proposed by Patrick, seconded by Amanda - **All in favour.**

In July 2022 Julian will enter his final year as a trustee – so a new treasurer will be needed. Patrick asked trustees to think about which of them might be willing and able to do this.

- 9 **Report from new CEO “First Impressions”:** Karen started by saying she already felt at home in the friendly environment of the Cheviot Centre and Wooler.

She has been sending emails to partner organisations and been impressed by the complimentary way they all speak of the trust – but feels this may not always be the case more locally in our own community. There are some misconceptions and perhaps an exercise is needed to help people better understand what the trust does – especially around the importance of social housing. The trust could work more with local, grassroots, community organisations. The trust should encourage more use of local volunteers.

The Cheviot Centre has a variety of users but some groups are missing, especially the young. More intergenerational groups would be nice to see. Transport is a barrier. The trust should reach out more – perhaps a roadshow to spread the word and ask what people want from us. This could also be done as a web based activity. Make better use of social media.

Internally – look at online booking systems and a digital board in the entrance. Join a digital HR system – providing all policies plus holiday and sickness etc. They will provide new and up-to-date contracts for all staff.

There will be regular team meetings. Karen will have 1 to 1 meetings with all staff and find a more defined role for Sue.

Karen has had meetings with some trustees plus Andrew Aitchison and the Methodists regarding Milfield Chapel. She is trying to get more information on the Tweed Forum project – working with GLHS on walks and guides etc.

- 10 **Next Meeting:** A calendar for meetings in 2022 was circulated. Board meetings will be quarterly on Wednesdays at 7pm. Policy meetings have been renamed trustee meetings and will now be on Mondays at 4pm.

The next meeting will be the AGM on Friday 21 January 2022 (This is the 2021 AGM)

There will be an awayday for trustees & staff in early March 2022 to look at new priorities – hopefully facilitated by Tony Kirsop.

Patrick thanked everybody, as this is his last full meeting as chair and wished Becci good luck

The meeting closed at 7.50pm