Minutes of the Trustees Meeting of Poole Communities Trust
5pm – 16 September 2026
Bourne Community Hub

	Item	Action
	Present Debbie Dixon (Chair), Jan Thurgood, Judith Bacon (had to leave before item 7), Feriser Tasdelen (had to leave before item 7), Tanya Coulter In attendance: Katie Jeffries, Sue Dobson	
1.	**Apologies** Chris Beale, Emma Whitty	
2.	**Declarations of Interest** There were no declarations of interest. **Register of Interests** The Register of Interests and Guidance document agreed at the last Board meeting has been circulated to all trustees by TC. She asked that they be returned to her within the next 14 days if possible and with a nil return if no interest to register. It was also agreed by the Board that the Manager of PCT should also register any relevant interests, and TC will provide a copy of the document to KJ and SD.	All TC/KJ/SD
3.	**Minutes of the meeting on 29 July 2026 and Matters Arising** The minutes of the meeting were considered and agreed subject to one correction – that the Room Hire Charge, which referenced to be £105, should be £100. Matters Arising: (i) Indices of Deprivation and information from Public Health/BCP – DD has been back to BCP and asked for the additional information	DD

	requested by the trustees. Nothing further has been received to date, and therefore DD will chase the matter up with BCP. (ii) Pre-School Rent – The manager has agreed to pay the arrears over the six-month period proposed. (iii) Room Hire agreements – KJ will review TC's comments and complete. Question raised by a trustee about the Insurance provisions – are the insurers aware that there is no staffing cover at Branksome on some occasions when events/parties are taking place. KJ advised that she has been concluding the new insurance policy with the provider and that now this has been done she will raise the matter with them and let them know.	KJ
4.	**Management Accounts** FT presented the management accounts for the period to 31 August 2026. To assist the Board, FT has shown a comparison for each element within the 3 profit and loss accounts for Branksome, Bourne and Turlin Moor against the position at the same time last year. This was very well received by the Board as it made clear trends. e.g. a strong performance on room hire at both Branksome and Bourne. FT concluded with an offer to trustees for any further analysis or information they would like. A request was made for a very high-level summary of the management accounts, which FT agreed to provide. FT was thanked for her very helpful report.	
5.	**Charity Bank Loan** Covered in confidential minute.	

6.	**Manager's Report** Blue Sky Finance Ltd, a local company, has decided to adopt PCT as its charity of the year. This is very positive – KJ reported on very positive discussions and that the video on the website about the work of the trust was a big factor in this decision being made. Further work to be done on the relationship that could be built up and the contribution the company could make – particularly looking at potential fund-raising activities and access to the business community to market the availability of the space PCT has available to hire. Discussed how small businesses could support specific activities rather than donate money, as they may be more interested and willing to do this and the results of their input and support are instantly visible. Marketing work has been ongoing re room hire availability and when compared with similar sized venues/rooms PCT is very competitive and therefore discussion as to how to continue to push this availability particularly to small businesses (see above). [further items considered are covered in the confidential minutes]	KJ/SD
7.	**Annual Review of Safeguarding Policy** Agreed to make one amendment to refer to PCT working within BCP *Framework* rather than policy to make it clear PCT has its own policy, but this is consistent with the BCP overarching safeguarding policy framework and processes for multi-agency working. Agreed to adopt the policy subject to this amendment following the annual review. The Board also agreed to adopt the proposed Concern for Welfare Form. KJ advised that this had been produced in its final form following consultation with staff. Agreed to start using it and if there are any	JK/KJ SD

	issues with it which become apparent during practical application, then these issues will be reported to the Board and if necessary, the form can be amended. KJ and JT were thanked for their work reviewing and amending the policy and producing the new form.	
8.	**Quarterly update on safeguarding** The Board approved the proposed Health and Safety form, which is a separate form to the Concern for Welfare form referred to above in item 7. Agreed, it is important to keep the issues separate in terms of reporting even though some incidents will require both. The Board agreed that the scheme of delegation needs to be updated to cover RIDDOR reporting and agreed that this decision should be delegated to the Manager in consultation with the Chair. [Other issues within this report are covered in the confidential minutes.]	SD
9.	**Review of Risk Register** Due to the limited number of trustees now present at the meeting it was agreed to defer this item to the next Board meeting. It was also agreed that TC and DD would consider the draft Register and provide some steer as to the major risks and issues to be considered in detail by the Board when undertaking the review.	TC/DD
10.	**Trustees Work Plan** Considered and agreed to add an item to each Board meeting agenda for an update from JB on Pride in Place work as she is now a Board member. This can be a verbal update from JB.	TC/JB
11.	**Issues raised by the Community** None reported	
12.	**AOB** None raised	