Minutes of the Trustees Meeting of Poole Communities Trust
5pm – 17 June 2026
Bourne Community Hub

	Item	Action
	Present: Debbie Dixon (Chair), Jan Thurgood, Judith Bacon, Chris Beale (from item 5), Tanya Coulter	
1.	**Apologies:** Feriser Tasdelen, Emma Whitty	
2.	**Declarations of Interest:** There were no declarations of interest.	
3.	**Minutes of the meeting on 29 April 2026:** The minutes of the meeting were considered and agreed.	
4.	**Matters arising:** (i) Update on Equality Policy Review: The updated draft policy was considered. It was agreed that Katie and Debbie would do a final edit to ensure it tied in with other existing policies and included examples that the Trust could achieve. E.g. reading out documents rather than braille etc. Emma was thanked for her work. (ii) Readability tools – KJ confirmed that she had met EW to go through some tools and test them out on the Handbook and will also be using the NHS tool to see whether that is useful. Will report back on outcome at the next meeting. (iii) KJ reported that there had been no data breaches or complaints. She will include this as part of her manager's report at the next meeting. (iv) KJ advised she had included more case studies in her manager's report as agreed at the last meeting, and that more would be identified and logged to show the results of the work the Trust is doing.	DD/EW KJ KJ KJ DD/All

	(v) Trustee Code of Conduct – agreed DD will email all trustees who will sign to confirm they have read and agree it or confirm agreement by email in response. (vi) Indices of Deprivation and information from Public Health/BCP – DD has been back to BCP and asked for the additional information requested by trustees. (vii) Pre-School Rent – manager has asked some further questions, and DD will be discussing with FT when she returns. DD will email all trustees again. (viii) Foodstores – 10k grant application successful from the Valentine Trust but not yet received cheque – may have gone missing in post so duplicate to be issued and collected in person. As a follow up to this issue considered Registered Office and agreed to change to Bourne Hub as post more reliable. (ix) Register of Interests – agreed TC to prepare a Register so that trustees can log interests and keep updated.	DD/FT TC TC
5.	**Feedback/issues raised by our communities:** (i) Pride in Place – DD updated the Board on the Pride in Place initiative and funding awarded to Hamworthy West. PCT had been invited by BCP Council to host a meeting with MHCLG, BCP and MP and to outline the work of the Trust and our experience of working with the Big Local. this seemed to go well. Judith reported the advert is currently out for members of the Board, with a closing date of 30 June 2026. DD and JB will update Board further at next meeting. Agreed it will be an exciting opportunity for the Community in Turlin Moor.	DD

6.	**Pay Award:** Confidential report considered and discussed – details in confidential minute. Decision taken to agree 3% pay award – DD to write to all staff to update them. Will take effect from 1 July 2026.	DD
7.	**Charity Manager's Report:** KJ presented her Manager's Report and provided a summary of the key points outlined in the Report. Update on recruitment – one application for maternity cover for KJ and interviewing them on Tuesday next week. Discussion re the wellbeing sessions – going well at Turlin Moor and JB has applied for further grant for 6 months further funding. Discussions will take place re the sessions at Bourne and how to generate more interest. Discussion re provision for young people – whether there is any co-ordinated approach within BCP to provision and how the desires and wishes of young people are taken into account. It was noted that the younger groups are going very well and well attended.	
8.	**Governance Review – Update 2** (i) Submission prepared by TC considered and approved as per the recommendation in the Report. (ii) Role of members – agreed to go through the appropriate process to change Articles to designate all trustees to be members of the company and limit membership to trustees. The current position was established with a specific intention in 2015 which did not then develop – CB updated. It does not produce engagement or oversight and this can be provided by alternative means – see below.	TC TC

	(iii) Community Engagement – option in report considered. It was agreed that it would not be necessary to have a fixed formal process in the Articles as the position may change and different means of engagement with partners and the communities will be required. It was agreed that something formal needs to be in place and agreed that an Engagement Plan should be agreed each year which will set out how the Board and management will engage with the communities about decisions, activities, issues etc and also engage with partners and funders. Agreed, it would be useful to include within the Plan some events where the community would be invited to provide feedback, discuss issues and where trustees can be questioned and speak. TC agreed to prepare a draft Plan for discussion at the next meeting. (iv) Role Descriptions – Agreed subject to DD running the general RD through the readability tool. (v) Training – agreed to amend reference to Company Secretary in these documents and generally to "Lead Governance Trustee" and agreed no need to have an individual appointed as Company Secretary and the Lead Governance Trustee (currently TC) will take on those responsibilities. (vi) Training – agreed that reference in Safeguarding training plan will be to Level 1 Safeguarding rather than NCVO training to align with Safeguarding Protocol. (vii) Agreed to join NCVO.	TC DD DD DD DD
9.	**Health & Safety:** Report and revised policy considered. Agreed to adopt the revised policy as proposed in the report.	KJ to publish updated version

10.	**Youth Strategy:** Discussed the proposed Strategy – very positive feed-back from trustees. Only one change proposed – to look to amend the opening paragraph to include a more overt reference to inclusion and diversity. KJ amended and circulated proposed change for agree-ment. Agreed, it was very positive and clearly set out. KJ suggested a one-page simple graphic to encapsu-late the Strategy along the lines of the National Youth Strategy version – agreed this would be helpful and KJ will follow this up.	KJ KJ
11.	**Safeguarding Quarterly Review:** The Board considered the confidential report. Discus-sions set out in the confidential minute.	
12.	**Trustees Work Plan** Updated plan considered and agreed.	
13.	**Any Other Business** None	

Confidential Minutes

Item 6 – Pay award

DD reported on the options and proposal for a 3% pay award. This would be in line with that agreed last year and was supported by FT as being financially affordable. It was noted that this would mean funding part of the award from room bookings, or any new grants. DD explained that overall, the income from bookings being used to support staff salaries has decreased as national lottery grant funding was now supporting the charity manager role fully.

It was also noted that as the living wage increased for our cleaning staff, the hourly pay for the majority of PCT staff was not much more than the living wage, and it was going to be difficult to be competitive, with PCT receiving low numbers of applications.

It was agreed therefore to support the proposed 3% pay rise and DD will email staff to update them. It was also noted that the staff did not expect this as of right.

Item 11 – Safeguarding Quarterly Review

JT and KJ presented the report and provided an update on the DBS checks outstanding and how risks are being mitigated.

Two reports to the LADO recently have taken up time and resources. They have been important and highlight the advantage of doing enhanced checks for all volunteers. The Board noted the references and outcomes and fully supported the approach being taken by JT and KJ to ensure all matters are taken seriously and risks mitigated.