**Minutes of the Trustees Meeting of Poole Communities Trust**
**5pm – 29 July 2026**
**Bourne Community Hub**

| | Item | Action |
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| | **Present**<br><br>Debbie Dixon (Chair), Jan Thurgood, Chris Beale, Feriser Tasdelen, Emma Whitty, Tanya Coulter<br><br>In attendance: Katie Jeffries | |
| **1.** | **Apologies**<br><br>Judith Bacon | |
| **2.** | **Declarations of Interest**<br><br>There were no declarations of interest.<br><br>**Draft Register of Interests**<br><br>The draft Register of Interests and Guidance document provided by TC was discussed and approved as a format to be used by PCT. | TC to circulate a final version to all trustees. Trustees to provide their relevant interests to TC to complete the final Register. |
| **3.** | **Minutes of the meeting on 17 June 2026**<br><br>The minutes of the meeting were considered and agreed. | |
| **4.** | **Matters arising**<br><br>(i) Update on Equality Policy Review:<br>It was confirmed that the final version has been circulated by DD and agreed electronically on 17 July 2026.<br><br>(ii) Indices of Deprivation and information from Public Health/BCP – DD has been back to BCP and asked for the additional | KJ to confirm with staff and arrange for inclusion in Staff Handbook and on website |

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| | information requested by trustees. No further information as yet. DD will give BCP until September before chasing them.<br><br>(iii) Pre-School Rent – position agreed in writing that the rent would be as proposed – following an informal discussion at the risk management workshop. It was also agreed that the pre-school would have six months to pay the arrears to provide some time to catch up on payments. The manager has responded in a disappointed fashion but not yet advised whether she wants to have the additional time offered. DD has asked her for a response by the end of 31 July 2026.<br><br>(iv) Food stores – £10k grant application – cheque that had been missing has now finally arrived at Bourne Hub. NB registered office address has now been changed to Bourne Hub as agreed at the last meeting. | DD<br><br>DD |
| **5.** | **Management Accounts to 30 June 2026**<br><br>FT presented the accounts as per the documents circulated.<br>Some concern that bookings at Bourne have not increased over the last year notwithstanding the amount of marketing that has been done. FT advised that in her view there would be a time-lag between marketing and increase in bookings. This was agreed. Bookings at Branksome appear positive but need to keep under review in light of lack of forward bookings – seems to be a pattern at Branksome of bookings being made closer to the event date rather than in advance.<br><br>Overall operating at a small surplus which is good for this time of the year. | |

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| | Positive news re grant for food stores – DD reported that a grant of £42k had been confirmed from Resilience and Crisis Fund – will support food stores over three years and cover both settings. Huge congratulations to Judith for another successful grant application! DD to speak to FT on Friday to update on how grant will be allocated. | DD/FT |
| **6.** | **Manager's Report**<br><br>Confidential report considered and discussed– details in confidential minute. | |
| **7.** | **Room Hire Charges – annual review**<br><br>The Board agreed with recommendation - £105 for four hours. £15 for each additional hour with effect from 1 September 2026, consistently across both venues.<br><br>No increase in fee for larger parties agreed. It was the view of the Board that the deposit paid should cover damage and that a small number attending could still cause damage and/or mess and so would not be fair to penalize larger groups who may be very responsible and clear up.<br><br>Agreed to honour those bookings already made at the price quoted and agreed at the time the booking was made.<br><br>Discussion re whether to limit party to one per day to assist with staff cover. Agreed to maintain current arrangement for party bookings at the moment and review in the Autumn. | KJ |
| **8.** | **Call out arrangements for staff**<br><br>The recommendations for call-out arrangements were agreed as set out in the report. | |

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| | Agreed that for the first hour of attendance on a call-out any amount of time spent at the premises would amount to one hour of time to be recorded. For subsequent time, this would be counted as actual time spent on the flexi sheet. | KJ |
| **9.** | **Room Hire Agreements**<br><br>TC had some queries regarding the terms of the Agreement –<br>i) Were the Insurers aware that the premises were not attended by PCT staff/volunteers on all occasions when rooms were hired out. In particular for weekend one-off bookings.<br>ii) In the new agreement for one-off bookings, should it be clearer that PCT will insure for the second and third item in the relevant clause as we would not be asking for PL insurance for example in such a case.<br>iii) On the main agreement for regular hirers, would be useful to include some of the information referenced in the table appended to the Agreement in the agreement itself – such as the requirement to provide PL cover evidence and DBS information where relevant (rather than on request).<br><br>Agreed that TC and KJ would meet and look at potential tweaks to the agreements which would reflect this. Also to include as originally drafted that alcohol could be consumed only with specific consent of PCT. Agreed not to ban it completely but retain the control and consent.<br>Discussed the three-stage process for poor behaviour/breach of agreement and arrangements for serious breaches.<br>Agreed that the proposal should be put into place and that warnings would be time limited to a year and then fall away. The Board were keen to emphasise that staff need to be supported and not subject to poor behaviour and that serious breaches should prevent someone being able to hire/use the premises.<br><br>Agreed that the Insurers should be contacted and made aware of the arrangements in place for hiring | KJ/TC<br><br>KJ |

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| | out rooms and making bookings – including supervision and key arrangements.<br><br>Once agreements are finalised, they will be reviewed in two years' time unless there is something specific which arises to prompt and earlier review. | |
| **10.** | **Issues raised by the Community**<br><br>A neighbour has flagged the issue of use of the MUGA in Bourne in the early hours of the morning. This is the first report, and we have asked him to report again should it re-occur and we will then have to consider what action needs to be taken. | |
| **11.** | **Governance Review No. 3 – including Digital Code of Practice**<br><br>DD thanked Aedan for his support in this item.<br><br>Proposal is to come up with a work plan reflecting the Code of Practice and this was agreed.<br><br>EW raised the issue of increasing use of the NHS App by health organisations for notifying patients of appointments and making arrangements. This has the potential to exclude some people and is particularly the case within our communities. Is there a way that the Trust can support individuals to use the App and/or work with the health bodies who are trying to assist take up and support? Agreed this would be a positive step and EW to find out who within the health organisations would be able to partner in some work to do this. | DD/AC<br><br>EW |
| **12.** | **Trustees Work Plan**<br><br>Updated plan considered and agreed. | |
| **13.** | **Meetings Dates/AGM/Xmas Social**<br><br>i) Agreed that DD will circulate dates for 2027 Board meetings to be based upon the meeting dates for 2026. | |

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| | ii) AGM – date agreed as Thursday 26 November 2026. Original date was the previous Monday however bookings mean the room is not available on Mondays. Discussed the AGM and whether to have a speaker, and if so on what subject. Agreed it would be good to have a speaker and break out into workshops/groups for informal discussion on a subject. Staff, volunteers, trustees and some partners will attend. May also be members of the community. DD suggested the subject of AI and the charity sector would be interesting and useful. Discussed the subject and agreed that adding Digital to this would also be useful. Potential subject to therefore be "the impact of the digital world and AI for us and our communities". Question raised as to who would be able to speak and facilitate in a way which would be informative and focused on the work we do and the communities we serve. DD has someone in mind to ask and will do so and feedback. KJ also to consider what staff may find useful/interesting to discuss.<br>iii) Xmas social – agreed date of 4th December 2026. | ALL<br><br>DD/KJ |
| **14.** | **AOB**<br><br>Confidential item raised by DD – covered in confidential minute. | |

**Confidential Minutes**

**Item 6 – Manager's Report**

Staffing

It was noted that Jade is due to leave and her part-time role will be advertised shortly. Discussion as to whether the post should be a fixed term replacement or permanent.

**Agreed it should be fixed term, up to the end of the financial year and should be advertised internally as recommended.**

Some concerns were raised as to whether this would impact upon staff morale and produce uncertainty.

KJ reported that the relevant staff were aware that the work undertaken at Branksome was going to be reviewed/needed to be reviewed and the staffing structure consequently would also be reviewed. They were also aware that the national lottery funding for staff contracts runs up to 2028 and so would be needing to be reviewed in light of the application for further funding. Agreed it would be better to be open with the relevant staff.

Branksome

Linked to the above, the Board agreed with the recommendation that an informal discussion should take place involving Board members as to the future of Branksome. Agreed to this taking place before October 11th to facilitate maximum attendance by Trustees in light of availability. This review would also consider the arrangements for staffing for weekend parties to establish whether it is sustainable to continue to have more than one party per day.

**Agreed TC to consider dates and circulate for agreement and CB to facilitate the meeting.**

**Agreed to the proposal to have a corner of the room at Branksome as a Kid's Corner.**

Management of heat within the buildings.

The Board discussed this issue highlighted in the report.
It has become more of an issue this year.
KJ advised that for some staff it is very difficult to cope whereas for others it has been manageable. It is very much an individual thing in terms of the extent of the impact. Staff can work from Bourne which has air conditioning. The difficulty is often with those pre-booked hirers particularly those with active classes.

Discussed whether there should be a level specified as a maximum and whether this should be the proposed 28 degrees.

Following discussion it was **agreed that the temperature referred to in the process be 30 degrees in place of 28 degrees. This aligns with the temperature used by the relevant authorities when deciding whether to issue an amber heat alert. This is for indoor use and the process proposed by KJ was agreed subject to this amendment.**

**Further agreed that two large fans should be purchased for use at Branksome along with a dehumidifier so that Jade's personal one can be returned to her.**

DBS checks

Discussed the issue re those volunteers who do not have ID and can't get DBS check without convoluted process including providing finger prints at a police station.

**Agreed that for the two existing volunteers in this position the Trust would offer to pay expenses to cover the cost of obtaining a provisional driving licence, subject to definitive clarification from DBS that this will be sufficient for them to obtain the relevant check.**

For future volunteers and staff in this position, they would be advised of the process and options and would not be able to do the relevant work/be engaged unless this was undertaken before they started as per the protocol now in place.

**Item 10 – Issues raised by the community**

DD updated that there had been an issue raised by a parent/long standing volunteer of religious music being played at a youth club. Then member of staff had been spoken to by KJ and this had been advised that there should be no religious expression/use at PCT events /activities. A further issue raised regarding the way in which parents were communicated with in a letter – this has also been taken up and some learning taken place about communication methods and approach.

**Item 17 – AOB**

DD reported that BCP had asked whether PCT would express and interest in managing the new community centre being built at Boscombe.

Agreed it could be an opportunity but that we would need to have the information to inform any decision to proceed to change Articles/objects etc.

DD has pressed the button on expression of interest in order to get the further information and will update the Board as soon as this arrives – hopefully it will be available before the discussion to be held about Branksome and the trustees will be able to discuss this issue as well.

Jade – leaving on the 17 August and agreed that Chris will do presentation at 2.30pm ish at the Branksome Centre.
All trustees invited to attend and thank Jade and wish her well, if available.