Minutes of the Trustees Meeting of Poole Communities Trust
5pm – 18 February 2026
Bourne Community Hub

	Item	Action
	Present: Debbie Dixon (Chair), Jan Thurgood, Feriser Tasdelen, Judith Bacon, Emma Whitty, Tanya Coulter	
1.	**Apologies:** Chris Beale	
2.	**Declarations of Interest:** There were no declarations of interest.	
3.	**Minutes of the meeting on 13 November 2025:** The minutes of the meeting were considered and the following amendments agreed: Item 6: Ex Offenders Policy – agreed to add "purpose" to the Policy and change "client" to "resident" within the Policy. Item 7.3: Safeguarding Issue – it was also agreed that the individual should be subject to a DBS check. The individual would be able to return subject to the result of the DBS and the risk assessment referred to.	**KJ**
4.	**Matters arising:** 6.6 - Code of Conduct for Trustees – agreed to consider this as part of a governance review referred to in the item 11. Reporting of serious issues: Chris Beale referenced a form used within Prama Care to report serious issues (including but not limited to safeguarding issues) to the Charity Commission. It was agreed that it would be helpful to look at the CC standard form and consider how such referrals are made as part of the governance review.	**TC** **TC**
5.	**Feedback/issues raised by our communities:**	

	i)The concern about the resourcing for food stores has been raised by members of the community, this is considered later in the agenda. ii)Positive feedback from the community reported by KJ particularly relating to the dance sessions and ASB team sessions.	
6.	**Management Accounts :** FT presented the Management accounts up to end of December 2025. Key points raised and discussed: 6.1 - Branksome cafe costs above income – reason being the theft resulting in additional products having to be purchased – this is offset by income received from insurance claim on a different line. 6.2 - Branksome – generally in line with expectations in the budget. 6.3 - Bourne – within expectations. 6.4 - Turlin Moor – in line with budget expectations 6.5 - Aim to get to net zero as a minimum by end of financial year. KJ would continue to ensure only essential items were being purchased and KJ /DD/CB would meet with key staff to look to further promote room hire at both venues. 6.6 - Need to keep seeking further bookings, including long term regular bookings. EW suggested the ICB may be useful to ask and agreed this would be useful. Alternative provision offered by schools and education providers could also be a source of room bookings. 6.7 - Aged debtors – progressing well in reducing outstanding debts. KJ has established monitoring system, and some debts have been recovered and should not build up to the same extent in future. FT will be bringing report to the next meeting setting out proposed right offs. Hayley is leading on this and has emphasised to the team that writing off a debt has an impact on the overall budget for the specific area, also that it does not mean the debt is no longer recoverable, just written off for accounting purposes. 6.8 - FT explained that the budget is based on the priorities and work proposed within the communities. This will inevitably result in a deficit appearing at the	**KJ/DD/CB** **EW to approach ICB and update KJ** **KJ to approach education providers re alternative provision**

	start of the year as grant funding will then need to be identified for specific projects that are planned. The key issue is management of risk over that period to ensure that should there be a risk funding is not obtained the plans can be adapted to meet the funding achievable and risk of overspend is managed. 6.9 - Also discussed reserves and the need to ensure there is sufficient to cover risks and costs but needs to be balanced against holding too much, as this can be negatively viewed by funders.	**DD to set up a risk management workshop to review the existing register and reserves policy.**
7.	**Charity Manager's Report:** KJ presented her Manager's Report and provided a summary of the key points outlined in the Report. Agreed it was a very useful report and assisted the trustees in gaining a full overview of the current activity and work KJ and her team are doing. Issues raised: 7.1 - Cafes need more promotion and Aeden is focused on raising the profile using videos and social media. 7.2 – Requested future reports include a section on volunteering and monitoring / evaluation data and any participant quotes. 7.3 - FT raised the issue of a former hirer accessing Branksome without permission using the code. Update from KJ that the code has been changed and the individual has been spoken to. 7.4 - DD advised that the feedback she had received from staff about KJ was very positive, and the team meeting was very well received.	**KJ**

8.	**Urgent Need for Food Store Donations:** It was agreed to bring forward this item on the agenda as JB had to leave the meeting at 18:15hrs. JB presented the Report which details the concerns around lack of donations to support the food needed for the food stores. Discussed how to obtain further donations, and how to get regular cash donations, monthly if possible. DD advised that even a small amount each month is helpful, and it was agreed that all would use individual connections and networks to promote the food stores. FT raised that it would be helpful to have some information about the difference between the food store concept and a foodbank. It was agreed this would be useful, and KJ will send round the video and an updated leaflet for trustees to share with possible donors. JT raised the possibility of linking with MPs. Also considered whether payroll giving would be possible.	**KJ / all trustees** **EW to investigate payroll giving options**
9.	**Strategic Plan:** DD presented the proposed Strategic Plan for discussion. Key Issues discussed: 9.1 - DD suggested in future we could have a workshop towards the end of the year to develop the Strategic Plan. This was agreed. 9.2 - Discussed the long-term aspiration for Branksome considering the maintenance and repair work required to the building, and the potential to expand use of the site and look at partnership working. Recognised that the arrangement with EDAS is going well. Agreed longer term options need to be discussed with Chris B present. The issues arising from Branksome need to also be addressed in the risk	**DD to arrange end of year workshop to discuss next year's Strategic Plan**

	workshop (it is currently on the Risk Register) and in the planned review of the charity's objects. 9.3. Agreed to include partnerships to be working on in 2026. 9.4 The Strategic Plan was agreed.	**DD to update the Plan.**
10.	**Proposed Events 2026:** KJ presented her report and the schedule of planned events for 2026. Agreed it was very positive and clearly set out. The planned events were agreed.	
11.	**Governance Review:** TC presented her report on proposed governance review including review of objects, in line with the CC guidance that objects and governing documents should be kept under regular review. Agreed that it would be useful as a whole group to look at the objects. Other issues identified – agreed a task and finish group would be useful and a date for this to be identified by email – agreed FT would need to be engaged.	**DD to arrange** **TC to email trustees re task and finish group**
12.	**Employment Rights Act Implications** DD presented her report and all considered it very helpful and detailed. The report was agreed. Further reports will be prepared on any future implications as the various parts of the Act are implemented over the next two years.	**DD/KJ**
13.	**Revised Volunteer Policy** KJ presented her report and the documents appended to it – the revised Policy, handbook and form.	

	Agreed it was a big step forward and KJ was thanked for her work on this. The policy, handbook and form were agreed. Discussed whether the handbook could be tested for readability and agreed that EW would put it through the readability checker to see whether it needs to be simplified. This will give a reading age for the document and if need be it can then be revised so that it can be more accessible. Also agreed that it would be useful to do a video of the handbook for volunteers with literacy issues. .	**KJ** **EW to check handbook against readability checker** **KJ to follow up video option for handbook**
14.	**Safeguarding Update** JT and KJ outlined the key points in their report. Continuing to DBS check all as per agreed arrangements. KJ and KC are reviewing the referral forms to ensure the process is as clear and simple to follow as possible. KJ is collating all training records, to ensure centrally held, up to date and enable identification of any additional safeguarding training required. As part of the governance review agreed to review the data protection/GDPR/privacy policies. The recommendations were agreed.	**JT/KJ to update at next meeting** **KJ** **TC to consider with JT and KJ in the first instance and then with task and finish group**
15.	**National Minimum Wage implications** DD presented her report and the contents were noted.	
16.	**Rental Reviews**	

	DD presented her report and the issues were considered – recorded in a confidential section of the minutes.	
17.	**Work Programme** Agreed current work programme as attached to the agenda and noted it will be reviewed and updated at each meeting.	
18.	**Any Other Business** None	

Confidential Minutes

Item 8 – urgent need for food store donations

FT/DD reported on an application made to the Valentine Trust on 10 December for a grant for the Food Store Co-ordinator. The Administrator of the Valentine Trust had apologised for mislaying our application and it was not considered by the Board of Trustees in January. It will now be considered in April. Our current funding for the post runs out at the end of March and agreement was sought to utilising reserves if no other funding was available until a decision was made by the Valentine Trust. In the event of the Valentine Trust not making a grant then a full review would be required. This was agreed.

Item 16 – Rental Reviews

DD presented her report, and the trustees discussed the options relating to the rental income from the nursery.

It was acknowledged that there was difficulty in obtaining detailed comparison information about the rent payable by pre-schools/nurseries. DD had approached BCP property services, but they did not have information.

JT suggested that it might be useful to contact the relevant team at BCP within the children's services directorate. It was agreed that this would be useful and would be actioned.

DD requested volunteers for a task and finish group to work on the rental review. This was **agreed and TC and FT agreed to be part of this group with DD.**