Minutes of the Trustees Meeting of Poole Communities Trust

5pm – 29 April 2026
Bourne Community Hub

	Item	Action
	Present: Debbie Dixon (Chair), Chris Beale, Jan Thurgood, Feriser Tasdelen, Judith Bacon, Emma Whitty, Tanya Coulter	
1.	**Apologies:** None	
2.	**Declarations of Interest:** There were no declarations of interest.	
3.	**Minutes of the meeting on 18 February 2026:** The minutes of the meeting were noted and agreed.	
4.	**Matters arising:** Safeguarding: Email circulated by DD on 3 March 2026 attached two documents containing guidance for trustees re safeguarding published by the NCVO and Charity Commission. DD sought confirmation that trustees had read and digested the Guidance – trustees confirmed that all had done so. Donations – EW reported back on potential for payroll giving. Has contacted BCP Council who run a scheme and have two charities on the list. Has also looked at other options – needs to be set up by the employer. Will continue to investigate options and will follow up with BCP to see whether there is the possibility of being added to the list. Risk Register – Workshop dates – agreed will be either 8 or 15 July early evening starting at 4.30. DD to confirm date by email. Handbook – readability – issue raised and discussed at last meeting re potential readability tools to ensure handbooks and information provided to staff, volunteers and community is suitable and accessible. EW has followed up – confirmed average reading age is 14 and has readability tools available. Agreed EW will go	**EW** **DD** **EW**

	through them with KJ and review staff and volunteer handbooks.	
5.	**Feedback/issues raised by our communities:** Verbal update from KJ – key issues covered in the Manager's Report at item 7 below.	
6.	**Management Accounts :** FT presented the Management accounts up to end of March 2026. Key points raised and discussed: - Doesn't include any year-end adjustments which will be incorporated in the final accounts. - EDASS letting at Branksome – very positive and have indicated will continue. - Discussed and noted the financial position covered in the finance papers – FT reported on each item. Noted that overall, there is a surplus of 20,000 on budget. - Loan from charity bank – discussed whether it would be useful to make an overpayment to reduce capital outstanding and reduce monthly payments. Agreed this was a question to be considered when the Reserves Policy was considered.	
7.	**Charity Manager's Report:** KJ presented her Manager's Report and provided a summary of the key points outlined in the Report, including: - KJ advised monitoring spend is key, including monitoring stock in the food stores. - Training – priority now is safeguarding training – looking to arrange an in-person training session for staff. - DBS checks – staff and trustees complete. Some volunteers to complete – out of 39 active volunteers 11 left to complete – much improved position and mitigation of risks by	

	ensuring that none of those yet to complete is doing youth work or working alone. - De-escalation training – arranging full day for all staff through EDASS – including cleaners and will pay staff to attend. Issue raised re lone working policy – this training may address some of these issues and prompt a discussing regarding the lone working arrangements and potential policy/guidance required. - Question raised re reporting on complaints and data breaches to the Board. Agreed that this reporting should be included in future reports even if zero to ensure there is logging and reporting – will assist in oversight of the issues by the Board. - Question raised/suggestion made re more examples of positive outcomes of the work – case studies and positive feedback – in the reports. Will then be useful for funding applications.	**KJ** **KJ**
8.	**Governance Review Update 1:** Discussed each item on the Report. - Objects clause submission to be made as per recommendation. Submission to be emailed by TC to all trustees to agree by way of email decision. - Code of Conduct for trustees approved subject to adding in reference to DBS checks and an annual review for each trustee with the Chair. - Action Plan for the year agreed. - Delegations Policy agreed subject to confirmation as to who would be responsible for reporting to ICO when data breach occurred that required reporting. DD to consider and update and circulate for agreement by email. - Further agreed that there should be training arranged to cover information security for staff and trustees. Agreed DD, TC and KJ to consider this and report back to the Board on options.	**TC** **DD** **DD** **TC/DD/KJ**

9.	**Targeting Grant Applications 2026/27:** Report presented for information and was noted.	
10.	**Six Monthly Review of Debtors:** Discussed proposed recommendations and agreed with the proposals as recommended regarding each debt outstanding.	
11.	**Indices of Deprivation 2025 – profile for each PCT area** Agreed it was positive to have the information provided and that it would be useful. Some concerns raised that there was a lack of more granular information – agreed it would be helpful to have information at a lower super output area level as this would identify the specific areas which PCT worked in. The concern re using the wider areas is that the extent of deprivation will not be apparent due to the averaging taking place by inclusion of less deprived areas within the subject area. Agreed that it would be helpful to have this information and DD will ask them whether this can be provided. Also agreed to see whether educational outcomes can be included, and whether there is possible reference to change over time to identify that the deprivation is endemic and not transitory in nature.	**DD**
12.	**Equality Policy Review** EW presented her report and draft policy which was considered and discussed. Agreed it was very helpful	**EW**

	and easy to read. Whilst trustees would like to be able to support some of the ideas included, concern was expressed as to the affordability for Poole Communities Trust as a small charity – for example paying for childcare or costs of carers. Discussed the question of whether the employment aspect should be covered in this Policy or in a separate employment policy. Agreed that as it would cover recruitment policies it would be useful to cover in this Policy to ensure all in one place, and because recruitment would not be included in a staff facing employment policy. Agreed EW will edit out proposals with costs implications and provide a further draft Policy to include employment aspects for the next meeting on 17 June.	
13.	**Proposed New Rent – Pre-School** DD presented confidential report – minutes recorded in confidential section below.	
14.	**Review of Trustees Work Programme** Agreed – subject to adding in additional report to come to next meeting re Equalities Policy.	**DD**
15.	**Any Other Business** KJ and DD had met a health colleague of EW re potential joint work and NHS use of our buildings. DD thanked EW for making the arrangements.	

Confidential Minute

13. Proposed new rent – pre-school

The confidential report was considered, and DD outlined a request made by the owner / manager for a change to the sub lease to take account of the hours each child attended, rather than the sliding scale being based on child numbers. DD was awaiting details of this from the owner / manager. Concern was raised as to both the financial implications of this for Poole Communities Trust as a charity and the legal implications of making a change to the sub lease.
The task and finish group would make a recommendation to the Board via e mail once the figures are received.

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.**