

# Participate Projects

WEDNESDAY



# participate

projects

Board Meeting: 24.04.2012

Victoria Hotel, Bradford

Attendees: Warren Evans, Sam Keighley, Michael Forbes, Gemma Harwood, Anthony Waddington

Apologies: Matthew Milnes, Andrew Hemming

Minutes from last meetings	Action
<p>The minutes from the previous directors meeting (24.04.12) and board meeting (12.04 2012) were agreed as a true and accurate record.</p> <p><b>Attendance at meetings</b></p> <p>A discussion took place about the times and dates of meetings and people's ability to attend. An issue was raised about the number of meetings that could be missed by any one director and the legal responsibilities to attend a certain number of meetings per year. It was suggested that we might need to re-look at dates in diaries to enable people to attend meetings. WE to speak to Matthew Milnes regarding this.</p> <p><b>Board Members / Trustees / Directors</b></p> <p>It was suggested and agreed by both director presents that Michael Forbes be co-opted onto the board. Michael accepted the position.</p> <p><b>Update on funding</b></p> <p>We expect to get the £25, 000 in communities funding in aug/sept The provident grant of £15000 plus £5900 for the van is in our bank We have confirmation of £2000 towards tools from YBS The £1000 per month from YBS is still being talked about We are waiting to hear from awards for all We are working on some small partnership bids with schools which will include a contribution to staffing costs. swain house, peel park, fearnville primary. C £4/500 per project</p> <p>We have paid the invoice to Community Payroll, but Sam has not received a statement to say what days/times staff have been paid for. Sam to chase.</p> <p>Insurance – All insurance has been sorted out – public liability, employer's liability, van, tools insurance. GH to check excess on van insurance – it is £250</p> <p><b>Activity update</b></p> <p>Anthony talked through the various activities the staff team have been involved in over the past month.</p> <p><b>Tudor Trust</b> - We have written a bid to the Tudor Trust for completing 6 schools gardens and running an education programme alongside this. The schools are PRUS and Special Schools. Project value: c.£100, 000. There are costs included to pay Participate £11000 per year for coordinating volunteers and £6000 for project management plus £2000 towards administration/overheads. When we work in schools we don't normally get paid any money by the school – so by getting funding from this project and subsidising it with other funding (e.g. what the</p>	<p>WE</p> <p>SK</p>

businesses pay) it's very good value.

**Anthony confirmed we have completed** seven team challenge in May with 138 volunteers  
Projects include: Undercliffe cemetery, Swain house primary, Peel park primary, St Stephens church, Miriam lord primary.

*Leeds community foundation:* Staff are talking to Leeds community Foundations about setting up Bradford Community Fund – also, linking their funded projects with our volunteers to add value to the projects they grant fund. They have suggested they are looking for a partner organisation based in Bradford to help them engage businesses to support the Bradford Fund. There would be funding to support this work and there are obvious links to our work. In the event that this project comes to fruition we would need to take on a short term consultant to support this work

*Locally Grown* Anthony explained what Locally Grown is and how it will work – it's basically a project where housing associations will find social entrepreneurs across Yorkshire – they will support them with business coaches and assets and we will support them with volunteers from the private sector – such as mentors or team challenges to build their community café or local growing project If we are successful with the ERDF partnership project we would need to employ 1 full time member of staff

There was a discuss about the potential to take on NVQ student / apprentices in the future and about taking on someone to do team challenges as sessional work

It was agreed that we will look at a full cost recovery cost so we know what we need to write into future funding bids. MF to support GH.

GH

It was agreed that Participate should be looking to move into an office between August and October. GH and AW to bring back suggestions to next board meeting.

First Aid training: GH to ask businesses if Anthony can piggy back on their 'first aid at work courses' as the ones he can attend are £400

GH

Financial Delegations: It was agreed that staff do not need to get approval from directors in line with normal delegation if they have received money from a community partner to buy a specified item GH to change delegations and circulate.

#### **Charity commission**

Following submission of our application to the charity commission they suggested we change some of our objects. As previously agreed via email the directors confirmed a unanimous decision to amend the objects as follows.

FROM

The charity's objects ('Objects') are specifically restricted to the following:

- (1) To promote any charitable purposes for the benefit of the public in England and Wales (hereinafter called the "area of benefit") and, in particular, to build the capacity of third sector organisations to access charitable support from the Private Sector to enable them to pursue or contribute to any charitable purpose.
- (2) To advance the education of the pupils in England and Wales by providing and assisting in the provision of facilities [not required to be provided by the local education authority for education purposes at their schools

- (3) The prevention or relief of poverty in England and Wales by providing services and support to charities, or other organisations working to prevent or relieve poverty
- (4) To build the capacity of private sector organisations to enable them to contribute to any charitable purpose through the development and facilitation of charitable giving activities and programmes
- (5) Otherwise to promote the conservation, protection and improvement of the physical and natural environment, develop the capacity and skills of the members of socially disadvantaged communities, relieve unemployment and promote social inclusion for the benefit of the public through the charitable involvement of the Private Sector
- (6) To promote, organise and facilitate co-operation and partnership working between the third sector, private sector and statutory bodies in the achievement of the above purposes in England and Wales

TO:

The charity's objects ('Objects') are specifically restricted to the following:

- (1) To promote any charitable purposes for the benefit of the public in England and Wales (hereinafter called the "area of benefit") and, in particular, to build the capacity of Third sector organisations to enable them to access charitable support from Government, local authorities and from private "for profit" organisations to enable them to pursue or contribute to any charitable purpose
- (2) The promotion of the efficiency and effectiveness of charities and the effective use of resources for charitable purposes by charitable and non-charitable bodies for the benefit of the public
- (3) To advance the education of pupils in the area of benefit by providing and assisting in the provision of facilities (not required to be provided by the local education authority) for education purposes at their schools.
- (4) The prevention or relief of poverty in the area of benefit by providing services and support to charities, or other organisations working to prevent or relieve poverty.
- (5) To promote the conservation, protection and improvement of the physical and natural environment for the public benefit.
- (6) To develop the capacity and skills of the members of socially disadvantaged communities in the area of benefit
- (7) To relieve unemployment for the public benefit, and
- (8) To promote social inclusion for the public benefit by preventing people from becoming socially excluded, relieving the needs of those people who are socially excluded and assisting them to integrate into society – "social excluded" means "being excluded from society, or part of society, as a result of being a member of a socially and economically deprived community – by undertaking charitable activities which assist those whose ability to access the internet and other digital technologies for social, economic and cultural benefit is limited by reason of their age, ill-health, disability, financial hardship or other disadvantage.

"Third sector organisations" means charities, voluntary organisations and social enterprises.

<p>Charities are organisations, which are established for exclusively charitable purposes in accordance with the law of England and Wales</p> <p>Voluntary organisations and Social enterprises are types of independent organisations, which are established for purposes that add value to the community as a whole, or a significant section of the community, and which are not permitted by their constitution to make a profit for private distribution. Voluntary organisations and social enterprises do not include local government or other statutory authorities. Social enterprises are distinctive from traditional charities or voluntary organisations in that they generate the majority, if not all, of their income through the trading of goods or services rather than through donations</p>	
<p>We have not heard anything from the charity commission since we agreed to change to objectives. AW to chase if we have not heard anything by the end of the week. AW to complete relevant forms regarding the change for companies house</p>	AW
<p><b>VAT</b></p> <p>Michael explained the benefits and drawbacks of VAT for an organisation like ours and explained that donations/grants are not VAT 'able' and most of our income is therefore exempt. It was agreed that we would keep an eye on this and review the situation in 6 months' time – but we would not be registering at present. AW to look at VAT implications of Locally Grown.</p>	AW  GH
<p><b>Cash Flow</b></p> <p>GH to add an extra column into the current month to show what our forecast for the month looks like in relation to our actual. GH to amend 'on cost' to reflect actuals for each month. There was a discussion about pensions – this will be reviewed in October.</p>	
<p><b>Phones</b></p> <p>Staff are currently using their own mobile phones for work – there was a discussion about whether these should or should not be claimed back as expense. It was agreed that we would purchase one business mobile phone contract which should be used as the main office phone</p>	GH
<p><b>Expenses</b></p> <p>Staff have completed expenses claims form – which will run from the 20<sup>th</sup> to the 20<sup>th</sup> of each month. Mileage will be claimed from Gumption Centre (as main place of work)</p>	
<p><b>Other funding issues</b></p> <p>There is a £10000 funding amount in the cash flow for September – this is expected that we get one of the many big bids/pieces of work we are currently working on // science festival, Leeds community foundation, Tudor trust, etc. It is sensitive and should be looked at the next meeting.</p>	
<p><b>Board memberships</b></p> <p>It was raised that if AW could be on the board as well as paid staff. To be discussed at next meeting.</p> <p>It was agreed that other skills were needed on the board and that we should be considering widening the membership,</p> <p>Date of next mtg: 20<sup>th</sup> June pm – venue to be confirmed</p>	