



## *Friends of Ramsbottom Civic Hall*

**Review Group Meeting at the Civic Hall on 24<sup>rd</sup> April 2024 at 7pm**

### **Minutes**

		Action
<b>1.</b>	<b>Attendance and Apologies</b>	
	<p>Present: Eddie Jones, Janet Smith, David Catterall, , Julie Cornall, John Leyland, Bill Fildes, Chris Hill, Cath Harrop, Chris Shannon, David McCarthy</p> <p>Apologies: Steve Treadgold, Stuart Rothwell, Dorothy Gunther, Mark Griffiths</p>	
<b>2.</b>	<p><b>Minutes of last meeting</b> -agreed</p> <p>Document circulated at meeting <i>Proposed Organizational Structure</i> by Mark Griffiths.</p>	
<b>3.</b>	<p><b>FORCH finance</b> – to be on the agenda at next meeting, following contact with Steve. There has been agreement for FORCH to make a contribution to the Council so progress can be made with the “fresh start” FORCH group.</p>	
<b>4.</b>	<p><b>Communications Systems within Groups</b> - 2 separate “Whats App” groups with notes transferred weekly or monthly into an attachment to go out with minutes of group meetings. Any decisions to be recorded in a permanent format:</p> <ul style="list-style-type: none"> <li>i) Trustee Group (for governance only)</li> <li>ii) Operations Team for contact with volunteers</li> </ul> <p>A set of guidelines re confidentiality etc to be agreed taking account of information in Bury VCFA policies to be received by FORCH</p> <p>Suggestion Using a Market Place noticeboard (also for marketing). Does one of the boards “belong” to the Hall?</p>	HT
<b>5.</b>	<p><b>Operations Team:</b> volunteers, update on progress There had been a successful volunteer day showing that people do want to be involved. Tasks such as painting and cleaning were carried out. The next volunteer day is 15<sup>th</sup> May.</p> <p>Bury Council has many buildings where keys are used by volunteers with all procedures in place.</p> <p>Council support for provision of insurance for the volunteer activities will be checked. (Does Sara need to be present when volunteers are in the building?) David will speak to the Council’s legal team.</p>	DC

		Action
	<p>On behalf of FORCH, Cath has created an online form to help in collecting volunteer information for FORCH. On 23.4.24 it was circulated to people who have attended one of our meetings over the last few months asking them to complete the form (either online or on a printed copy. There have been 7 responses so far and these are being coordinated.</p> <p>Further advice on developing a suite of volunteer policies and procedures and any necessary training will follow (including at a 25th April meeting with Adam Fitton, Volunteering Development Officer for Bury VCFA - to be attended by Cath, Julie and Janet). Contacts for guidance will be shared with FORCH about Bury Council/FORCH matters eg insurance (public liability), recording, health and safety, safeguarding and possibly DBS.</p> <p><i>Some suggestions from 25<sup>th</sup> April meeting:</i></p> <p><i>1) A "volunteer pack" to be made available at the Hall to include guidelines etc with an introduction eg "What FORCH volunteers do", normal session timings, Hall facilities (including disabled access), any refreshments, first aid location, emergency processes, accident forms, email address for feedback</i></p> <p><i>2) A volunteer tab to be added to forch.uk for people to sign up to include above information</i></p> <p><i>3) Role description for a Volunteer Coordinator</i></p> <p><i>4) Risk Assessments</i></p> <p><i>5) A Volunteer event at the Hall</i></p> <p><i>Support for developing 1, 3 and 4 to be requested from Bury VCFA (Adam)</i></p>	<p>CH, JC</p> <p>CH, JC, JS HT, AF</p> <p>AF, ?CH, ?JC, ?JS,</p>
6.	<p><b>FORCH Governance</b></p> <p><u>Community Interest Company</u> suggested by Helen, who will share information prior to decision.</p> <p><u>FORCH constitution (2007)</u> some sections of the text to be retained but others need to be reviewed to show clearly the social benefit provided by FORCH. There are constitution models available with statements about how the community is being served re obtaining funding in the future.</p> <p><i>Proposed Organisation Structure</i> (Mark Griffiths) Document circulated for on agenda for details to be discussed at next meeting.</p>	<p>HT</p> <p>HT, Review Group</p> <p>JS</p>
7.	<p><b>AOB</b> Hall security re lone persons in the building - suggestion of eg door entry code to be considered.</p>	DC
6.	<p><b>Date and time of next meeting - Tuesday 21<sup>st</sup> May, 2024 at 7pm.</b></p>	