

Minutes of the Executive Committee

19th December 2021

Held at 10.00am via Zoom



Present: Carolyn Graves-Brown (Chair), Alain Thomas (Vice Chair), Darren Pritchard (Treasurer), Debra Allen (Secretary), Matthew Crowle, Claire Gardner, Magda Gryczmanska, Claire Lawson, Jon Trew.

In attendance: Tim Doyle, Karen Townend.

Apologies: Tina Dunstan, Sarah Marsh, Steve Tom.

Agenda Item		Actions
1.	Welcome	
	CG-B welcomed everyone to the meeting and thanked CL for circulating the agenda.	
2.	Declaration of interests	
	There were none.	
3.	Staff discussions/updates/proposals (if requested)	
	There were none.	
4.	Minutes of the previous meeting	
	The minutes of the meeting held on 21st November 2021 were agreed as a true record. Proposed: DP Seconded: DA	
5.	Matters arising	
	Matters arising from the meeting on 21st November and not on the agenda: <ul style="list-style-type: none"> • HR CG-B will arrange to meet with TimD each month • Chair's Report LJ and AJ have accepted the honorary vice president roles • Data Protection CG-B had been unable to get a response from the WVCA. JT will follow up on this. 	CG-B JT
6.	Reports	
a)	Change project (TimD) Report on Google drive TimD is compiling a risk register to identify information management issues that could cause delays to the change process. The creation of a volunteer webmaster role was discussed. Currently GRW has a	

	<p>maintenance contract with Cambrian, and CG-B routinely updates the website. In the past</p> <p>[REDACTED]</p> <p>TimD said when the results of the members survey have been compiled, a report will be published. The next stage will be to look at the work to be done after the EGM.</p> <p>CG-B thanked TimD and the steering committee for their hard work.</p>	CG-B
b)	<p>Rescue and Rehoming (MG) Report on Google drive</p> <p>[REDACTED]</p> <p>There was some initial discussion about updating the euthanasia policy, so that staff can make operational decisions referring to it, without trustees being directly involved. Trustees would have oversight and offer support if needed. CL said the procedure should be clear and should also set out the consequences for staff not following the policy.</p> <p>[REDACTED]</p>	MG/MC AT
c)	<p>Communications (MG)</p> <p>All social media trends are upward at the moment, following a lot of interest in the Pawsome Auction and recent posts about the two lurcher puppies at Hillcrest.</p>	
d)	<p>Retail (DA) Report on Google drive</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	
e)	<p>Therapy Hounds (AT) Report on Google drive</p> <p>GRW has seen great demand for therapy hound visits but there has been a delay getting new dogs assessed</p> <p>[REDACTED]</p> <p>It was agreed that AT get quotes to extend the existing insurance cover.</p>	AT
f)	<p>Policy and Public Affairs (AT) Report on Google drive</p> <p>Trustees discussed the GBGB letter sent to MSs and whether to make a response.</p> <p>[REDACTED]</p>	CL/AT
g)	<p>HR (TD)</p> <p>No report as TD was absent.</p>	
h)	<p>Finance (DP) Report on Google drive</p> <p>Trustees agreed to fund SD's proposal for staff cover, costing approximately £2,500.</p>	

	<p>CL suggested that TimD be asked to devise a business case form, for staff to use when making proposals for consideration by the board.</p> <p>Safeguarding (JT)</p> <p>i) The safeguarding policy has been rewritten by JT in line with current legislation. A senior staff member needs to act as the DSP and be named in the policy. JT said ideally it would be part of the CE's role as they would have oversight of both Hillcrest and retail. JT agreed to act as the trustee with responsibility for safeguarding. CL asked if the board had devolved policy making powers from the AGM/EGM. AT said it was an unstated assumption and had worked this way in the past, custom and practice, but it highlighted the need for subsidiary rules to the constitution. It was agreed that trustees will vote on the policy at the next meeting.</p> <p>Chair (CG-B)</p> <p>j) There was no report and no items for discussion.</p> <p>Fundraising (including Arena project) (CG)</p> <p>k) CG will circulate the report to trustees after the meeting. Fundraising for November totalled £6,548.13, including £5,400 for the Pawsome Auction and £708.20 for the associated raffle. The first street collection since the pandemic was held in Cardiff and raised £1,142.08. In November the total income, including grants, was £38,190.68. CG recorded her thanks to KM for all her hard work and was asked to pass on thanks from the trustees to KM. CG said there have been some delays to the Arena project due to lack of availability of materials. There are also some issues with drainage from the kitchen at Hillcrest. CG is meeting with MF and will produce an update for trustees as there will be decisions to be made.</p>	
7.	Other items for discussion	
	<p>a) Euthanasia decision making process Discussion on hold.</p> <p>b) [REDACTED]</p> <p>c) Hillcrest Development AT said they had considered including questions about the Hillcrest development in the members survey but concluded that the results of the survey may influence the redevelopment plans. The group will reassess this after the survey is completed. CG said the project can be broken down and trustees need to be clear about their ambitions, and there are site constraints to consider too. Trustees will also need to decide the extent to which members' views will be allowed to influence the development. CG and MF will give an overview of the situation and options at a separate meeting of trustees. CG said there is no funding to proceed with the Hillcrest redevelopment in place at the moment, but that they are working on the development of funding bids. There won't be a commitment to these until the review has taken place.</p> <p>d) Track development Valley appears to have been sold, and the campaign for closure is still active. [REDACTED]</p> <p>e) Trustee team building day Trustees agreed to put the team building day on hold until it's possible to meet in person within COVID restrictions. It was agreed to continue with monthly meetings, adding reports to Google drive and only discussing items if necessary. For the purposes of the minutes it was clarified that VB has stepped down as a trustee, and that ST is on a leave of absence for six months. He will be included in the apologies during this period.</p>	

8.	Date of the next meeting
	The next meeting will be held on Sunday 30th January 2022 at 10.00am via Zoom.