

## Draft Minutes of the Executive Committee

20th February 2022

Held at 10.00am via Zoom



**Present:** Carolyn Graves-Brown (Chair), Alain Thomas (Vice Chair), Debra Allen (Secretary), Tina Dunstan, Claire Gardner, Magda Gryczmanska, Claire Lawson, Jon Trew.

**In attendance:** Tim Doyle, Karen Townend

**Apologies:** Darren Pritchard (Treasurer)

Agenda Item	
1.	<b>Welcome</b>
a)	CG-B welcomed everyone to the meeting.
b)	Staff had not been invited for a staff meeting as there were no urgent matters to discuss.
	<b>Main Meeting</b>
2.	<b>Declaration of interests</b>
	There were none.
3.	<b>Accuracy of the minutes of the last meeting</b>
	The minutes of the meetings held on 19th December 2021 and 30th January 2022 were agreed as true records. Proposed: DA Secoded: CG
4.	<b>Actions Log</b>
	CL apologised for not producing an actions log for the last meeting. There will be one going forward. <b>Matters arising</b> Matters arising from the meeting on 30th January and not on the agenda: <ul style="list-style-type: none"><li>• <b>Data Protection</b> <b>ACTION:</b> CGB will contact WVCA for advice.</li><li>• <b>Advertisement for a volunteer webmaster</b> <b>ACTION:</b> not urgent. Add to Actions log for CG-B for future.</li><li>• <b>Insurance cover for therapy hound assessments</b> In hand. AT is dealing with this and it should be completed soon.</li><li>• <b>Rescue and Rehoming</b> [REDACTED]</li><li>• <b>Hillcrest neighbouring field</b> CG-B has informed Becky that GRW doesn't wish to purchase her field. The need for fencing will be addressed at the Hillcrest update briefing to follow.</li><li>• <b>Living wage</b> TD has discussed the matter with DP and he is reviewing the financial implications. <b>ACTION:</b> TD will follow this up with DP again for an update.</li><li>• <b>Employment Contracts</b> TD is still working through the contracts as agreed previously</li></ul>

	<ul style="list-style-type: none"> <li>• <b>Additional bank holiday</b> TD has informed staff of the additional day off.</li> <li>• <b>Shop staff: payment for breaks not taken</b> In hand. TD is waiting for JB's input when she returns from annual leave.</li> <li>• <b>Hillcrest staff clothing</b> MG has informed Hillcrest staff that they can have their work clothes paid for, for use on site.</li> <li>• <b>Legal advice re ownership of dogs rehomed</b> A law firm has been consulted and MG is waiting to be contacted by a relevant member of their staff.</li> <li>• <b>Confidentiality clause for staff and volunteers</b> <b>ACTION:</b> CG-B will email the draft clause to trustees for discussion at the next meeting. <b>ACTION:</b> TD to add the clause to future contracts when it is agreed, and confirm its legality with an employment lawyer. Add to Actions log for the future.</li> </ul>
<b>5.</b>	<b>Updates and actions from Exec meeting</b>
	<ul style="list-style-type: none"> <li>• The Exec group agreed redactions to meeting minutes and the minutes were added to the website.</li> <li>• The Exec group agreed to the closure of the shops on Friday 18th February, and to a skeleton staff at Hillcrest on that day, due to the dangers of storm Eunice.</li> </ul>
<b>6.</b>	<b>Reports</b>
<b>a)</b>	<p><b>Change project</b> Thirty-two members have registered to vote at the EGM so far, and there have been five proxy votes requested. Some members have indicated the way they wish their proxy to vote, whereas others have given the choice to their proxy. There was concern that some members may join the Zoom meeting without having registered, and be unable to vote as a result. TimD will send another email to members stressing the need to register before the deadline in a week's time. Social media posts will also be used to reinforce the message.</p>
<b>b)</b>	<p><b>Rescue &amp; Rehoming</b> Report on Google Drive Two matters for discussion - fencing and access to the field, and insurance covering hire of the field to people wishing to exercise their dogs, will be addressed in the following Hillcrest update briefing.</p>
<b>c)</b>	<p><b>Communications</b> MG had no issues or concerns to report regarding Comms. She said there have been some interesting comments in the members survey which may prompt changes to Comms, for discussion after the EGM.</p>
<b>d)</b>	<p><b>Retail</b> Report on Google Drive</p>
<b>e)</b>	<p><b>Therapy Hounds</b> Report on Google Drive KE is the new Coordinator for the SE Wales area, and would like to advertise for more volunteers on social media. AT said there is still unspent money in the £600 budget previously agreed, to cover the cost of assessing dogs. This was agreed. Proposed: CG Seconded: MG <b>ACTION:</b> AT to give KE the go ahead to recruit volunteers and have their dogs assessed.</p>
<b>f)</b>	<p><b>Policy and Public Affairs</b> Report on Google Drive VW had asked AT if GRW would like to be represented at the Senedd on 7th March, when Hope's petition to ban greyhound racing is discussed. This would only be relevant if members vote to change GRW's neutral stance at the EGM. <b>ACTION:</b> DA will attend if GRW changes stance, and AT will invite some members to join DA at the Senedd, and brief them on a statement if needed.</p>
<b>g)</b>	<p><b>HR</b> Report on Google Drive</p>
<b>h)</b>	<p><b>Finance</b> Report on Google Drive DP was unable to attend the meeting and asked CG-B to report the following:</p> <ul style="list-style-type: none"> <li>• The surplus at the end of January (£43,335) was slightly less than the budget, but is on target overall.</li> <li>• DP has created a budget but still needs JB's input regarding a retail forecast. He is hoping to complete the budget next week, building in the living wage increase if possible.</li> <li>• He has been working with SD discussing her priorities and plans to meet with KM regarding income.</li> </ul>

<p>i)</p> <p>j)</p> <p>k)</p> <p>l)</p>	<p><b>Safeguarding</b> Trustees discussed the need to identify a designated person to lead on safeguarding pending the possible appointment of someone in a chief executive/general manager role. It was felt that staff did not have any extra capacity to take on the role. <b>ACTION:</b> JT agreed to act as the designated safeguarding person, as well as the trustee for safeguarding. JT to add an addendum to the safeguarding policy stating that he is fulfilling both roles. This will be a temporary measure until the change process has been completed. Proposed: CG-B Seconded: CG</p> <p><b>Data Protection</b> Discussed in matters arising above.</p> <p><b>Chair Report on Google Drive</b> <b>Possible revisions to Honorary Vice President role description</b> <b>ACTION:</b> not urgent. Add to Actions log for discussion at a future meeting.</p> <p><b>Fundraising (incl Arena project)</b> CG gave a verbal report and apologised for the lack of a report on Google Drive, she will circulate reports to trustees next week. CG has some serious personal matters to deal with at the moment and so may not be able to contribute fully for a while.</p> <p>[REDACTED]</p> <p>Trustees asked CG to pass on their thanks and appreciation to KM for all her hard work.</p>
<p>7.</p>	<p><b>Items for discussion</b></p>
<p>a)</p> <p>b)</p> <p>c)</p>	<p>[REDACTED] <b>ACTION:</b> not urgent. Add to Actions log for discussion at a future meeting.</p> <p><b>Legal advice re ownership of dogs rehomed</b> Discussed under matters arising.</p> <p><b>Recipients for public contact (info@ email and 0300 tel)</b> To date AJ has been responsible for dealing with Windsor Telecom and the administration for the 0300 number. AJ is happy to hand his role over. KT continues to be responsible for answering calls, which are diverted to her mobile number by Windsor Telecom. <b>ACTION:</b> TD to arrange a handover from AJ regarding Windsor Telecom and also provide backup if KT is unable to take calls.</p> <p>[REDACTED] This will be discussed at the Hillcrest update briefing to follow.</p>
<p>8.</p>	<p><b>Date of the next meeting</b></p>
	<p><b>Post EGM planned discussion for Sunday 13th March 2022 at 10.00am (Reports not required).</b></p>