Minutes of the Trustee Meeting

7th May 2023

Held at 9.30 via Zoom

Present: Alain Thomas (Chair), Debra Allen (Vice chair), Malcolm Eames, Claire Gardner, Magda Gryczmanska, Nicky Hughes, Jenny Newbury, Julie Payne.

In attendance: Tim Doyle, Karen Townend.

Apologies: Tina Dunstan (Treasurer), Claire Lawson (Secretary), Essex Havard.

Agenda Item	
1.	**Welcome & Apologies**
	AT welcomed everyone to the meeting. Apologies were noted.
2.	**Declarations of interest**
	There were none.
3.	**Accuracy of the minutes of the last meeting**
	The minutes of the meeting held on 16th April 2023 were agreed as an accurate record. Proposed: DA Seconded: CG
4.	**Actions Log** See Trustees Action Log 2022 / 2023 on Google Drive

7	Ongoing. On the agenda.
8	Ongoing.
9	Ongoing. Officers' group now dealing with this.
12	Ongoing. Will be done when time allows.
15	Ongoing. No applications for treasurer role received to date.
16	Ongoing.
22	Completed.
25	Ongoing.
28	Ongoing. On the agenda.
29	Completed. WCVA has provided the NCVO scheme of delegation free of charge.
35	Ongoing. Still no response received.
37	Ongoing.
38	Ongoing.
40	Ongoing. On the agenda.
41	Completed.

42	See action 44.
43	Completed. See action 29.
44	Ongoing.
45	Ongoing. NJ & TDo are working on best practice criteria for fosterers.
46	Ongoing. Not been done - update later in the meeting.
47	Completed. TDo has emailed Wales Online inviting them to visit Hillcrest & write an article.
48	Completed. Update later in the meeting.
49	Completed.
50	Completed. On the agenda.
51	Ongoing.
52	Ongoing. Officers will take this on, with input from CG, ready for the June workshop.
53	Ongoing.
54	Completed.
55	Ongoing. EH not present at the meeting.
56	Completed. Overnight pay supplement set at £35 per night.
57	Ongoing. TD & CL not present at the meeting.

5.	**Updates and actions from Officers meetings**
	The Officers' group had not met since the last meeting of the board.
6.	**Reports**
a)	**CEO's Report** on Google Drive Comments/questions: ● The proposed temporary reception building at Hillcrest is needed to provide a welcoming area for visitors to Hillcrest and for field hire, to deter visitors from approaching the house, and to provide NJ with an area to hold meet and greets. ● XXXX

	● Income from adoption fees is down due to a drop in the number of dogs being rehomed recently, and adoption donations have also dropped which is likely to be due to the cost of living crisis. ● The Keeping Hounds in Homes project has mainly involved giving advice rather than financial support. ● Prioritising the elements of the fundraising strategy would be beneficial to support TDo and KM, particularly with the Hillcrest redevelopment pending. ● Restructuring the 100 Club could be an opportunity to increase income.
c)	**Public affairs/campaigns** **Valley track** XX (planning consultant) has submitted objections to Valley's planning applications on GRW's behalf. XX has also made CCBC aware of his concerns about the applications and their handling of them, XXXX

	can then ask questions if necessary. The officers' action log is an internal tool and will not be reported to board meetings. Proposed: AT Seconded: CG Unanimously agreed.
b)	**Memorial for dogs that couldn't be helped by GRW and were euthanised** Not discussed as EH was not present at the meeting. **Action**: To be carried forward.
c)	**Trustees Code of Conduct** on Google Drive One amendment was proposed to the draft Code of Conduct, in paragraph 9, changing the word *'sport'* to *'practice'*. Proposed: TDo Seconded: DA Unanimously agreed. It was proposed the Trustees Code of Conduct be adopted. Proposed: CG Seconded: JN Unanimously agreed.
d)	**Research Proposal Update** on Google Drive ME outlined his research proposal - Voice for the Hounds. Comments/questions: ● This piece of work should be regarded as presenting evidence for the campaign, and as advocacy for greyhounds rather than campaigning. XXXX

	The co-option of KM and RL was unanimously agreed. ● **Next steps** **ACTION**: **TDo** to convene a meeting of the Promotions and Campaign group.
h)	**Therapy Hounds development proposal** on Google Drive In order to develop the therapy hounds project further, with a view to increasing income from the project and relieving the workload on the current voluntary coordinators, it was proposed that KM be asked to allocate time to secure grant funding for a part time programme coordinator/development officer. KM is happy to do this work. Proposed: JP Seconded: MG Unanimously agreed.
i)	**Media training proposal** on Google Drive There was discussion about the media training offered by MCJ. Three competitive tenders had not been sought on this occasion as the cost is relatively small, and it is a one off training session. However, thresholds for spending should be set. There are some historic spending thresholds in place, which need to be updated and fed into the scheme of delegation. A procurement policy needs to be put in place, clearly setting out processes and when competitive tenders are needed so there are no grey areas. The following actions were proposed, to be done in parallel: ● TDo draft a procurement policy for GRW, which could be considered by email or by the Officers' group, rather than delaying it until the next board meeting. ● ME, TDo, MG and AT meet with MCJ with a view to developing the relationship and commissioning a one day media training course. ● AT/TDo produce a list of roles within GRW that would benefit from media training and draft some initial ideas about the content needed from a training course, in particular interview skills. Proposed: AT Seconded: CG Unanimously agreed. **ACTION**: **TDo** to draft a procurement policy. **ACTION**: **AT**, **TDo**, **ME** and **MG** to meet with MCJ to discuss GRW's requirements and a one day media training course. **ACTION**: **AT/TDo** to produce a list of the roles that would benefit from media training and outline the content of the training.
9.	**Date of the next meetings**
	Sunday 11th June 11.00 - 14.30 (Hillcrest development) **Sunday 16th July 9.30 - 13.00**