

# **Minutes of the Board Meeting of Directors of Freegle Limited held on 2 April 2025 at 7.00pm by Zoom**

## **Present**

### **Board members**

Neil Morris (NM), Bill Hopkinson(BH), Jen Williams (JW), Matt Fletcher (MF), Cat Fletcher (CF), Penny Townsend (PT), Mike Paterson (MP), Edward Hibbert (EH) Wendy Lishman (WL) Board member from 19.10

### **Board Secretary**

Wendy Lishman (WL)

### **Observers**

Jacky Barratt (JB) 19.13

## **1 Apologies for Absence**

None

## **2 Review Declarations of Interest**

This can be found [here](#)

Any changes and conflicts of interest that we need to be aware of and relevant for this meeting - none arising.

## **3 Previous Minutes**

Previous minutes: [minutes](#) are presented to the board for approval by NM Seconded by CF approved by the board.

Matters arising  
none

## **4. Items from Board Timetable**

Complete the budget - discuss later in the meeting

Contract renewals - discuss later in the meeting.

PT and MP have been involved in this for the last few years

QR codes contracting - not used much - the board discussed whether to renew it. It costs about £500 a year. CF has used it to generate 2 QR codes.

Action EH to send QR code login credentials to Cat to review the impact data before subscription ends.

Not renew the QR codes app EH proposed, NM seconded, The board agreed..

## **5. Co-option of Wendy Lishman to the Board and her Appointment as Secretary of Freegle Limited**

Proposed by NM, Seconded by JW. The board were all in agreement.

WL can now join in the discussions and voting. Time 19.10

## **6. Freegle platform**

### Freegle Platform report

PT and MP volunteered to speak to Chris Cant about a job description because he retires soon then they will update EH and NM to discuss how to go forward with this.

Action EH to forward an email to PT and MP from Chris with bullet points.

Jacky Barratt joined as an observer at 19.13

EH asked for £1000 to pay a guy from Argentina to do some work.

It is a cheap way of fielding things out £1000 - 2 weeks pay.

EH is not clear at this point what we would get from that. He is keen to work with us.

This was postponed until the budget discussion.

### **7. Media report**

#### Earth Festival

CF gave details about it. MP commented it is a lot of money plus not the right message for Freegle. It would cost over £1500 for the day. It was agreed by the board for CF not to attend this event.

#### Media Report

Lots of things bubbling away in the background

### **8. Operations Team Report**

The first meeting will be on the 28th April. BH will chair the meetings and WL will take the minutes. It was announced on Discourse today and it received lots of positive comments.

Action Operations Team: Develop metrics and KPIs to measure the effectiveness of council engagement and other organizational activities

### **9. Council's report**

#### Council's Report

EH provided an update on the Wandsworth project, highlighting unexpected success in connecting organizations that were previously unaware of each other. The project has revealed that many organizations, including councils, lack the capacity to maintain comprehensive knowledge of relevant local entities. EH cites an example of a furniture scheme in Richmond that hadn't considered the university as a potential source of furniture. The team's approach involves cold calling, physical visits, and attempts to use council forums, though getting responses from councils has been challenging. EH notes that this connecting work is person-intensive but valuable, as it sets up activity that can continue after the project ends. Natalie and Anna recently visited Wandsworth and found that many organizations recognized them from previous engagement attempts. This could be a theme for future applications.

### **11. Other Reports**

#### Bill Hopkinson Report

BH reported on the safeguarding policy.

Wiki needs updating that the policy has Board Approval.

Jacky announces changes to the wiki.

DBS checking for BH.

1 Safeguarding Officer.

Charities are expected to have appropriate policies and procedures in place to safeguard anyone the charity engages with. Local moderators are discouraged from dealing with safeguarding issues themselves and will be encouraged to contact the safeguarding officer.

Accept the updated safeguarding policy.. NM proposed MP seconded Board agreed

BH wants to update Wiki with the responsibilities of Safeguarding Officer.

The Safeguarding Officer does not need to be a member of the board.

Most positions should be reviewed once a year.

BH appointed for a one year term from now. NM proposed CF seconded Board approved.

Action 250402.08 BH to liaise with JB to create clear communication to all moderators about the new safeguarding situation.

Action 250402.07 BH to update the wiki to reflect board approval of the new safeguarding policy. BH also proposed to update the responsibilities of the safeguarding officer in the wiki.

Action 250319.08 (added to this action) NM has it on his list to do a major mail out to all moderators. He will include this in the mail out.

EH needs DBS due to doing Freegle work in schools.

### Governance Report

Red does not mean urgent and it needs doing immediately. Maybe change the colour coding system.

Action 250402.01 CF to follow up with KB about ensuring company registration number is included in advertisements

### Development Report

NM spoke about the report.

The board also discussed the development report, proposing to replace the current abandoned groups procedure with a new one.

Abandoned Group Procedure It was agreed mentors have responsibility.

*Proposal 1. That we scrap our current Abandoned Groups Procedure*

*[https://wiki.ilovefreegle.org/Abandoned\\_Groups\\_Procedure](https://wiki.ilovefreegle.org/Abandoned_Groups_Procedure)*

*2. That the existing Abandoned Groups section of the Mentor Team Remit which reads*

*"If a group is considered to be abandoned, the Mentors follow the Abandoned Groups Procedure."*

*be replaced with the following:*

*"The Mentors have delegated responsibility to investigate, support and maintain groups without active local volunteers. After three months of maintaining such a group, a new lead (ideally local) volunteer may be appointed following a vote declaring the group abandoned by the Mentor Team."*

To accept the above proposal NM proposed MP seconded Board approval.

## **10. Finance report**

Fundraising

Income from adverts.

Donations.

Are Paypal running a competition again this year? Will they feature us? EH has contacted them.

NM asked about appointing WL to the Finance Sub Committee. NM proposed PT seconded Board agrees.

FSC meeting 2 weeks ago.

We can operate as an organisation for some time.

We could use  $\frac{1}{3}$  existing resources reserves to add to what we already have or are expecting this year.

Neil shared a spreadsheet on the screen.

A long discussion about the figures with lots of ideas.

Times are tight with difficult choices with a challenging budget.

NM proposed that the board accept the budget MF Seconded. The board agreed with CF and EH abstaining from voting.

The board also decided to form a subcommittee consisting of NM, PT, Mike, JW and MF to discuss and implement the budget in terms of the contract. The subcommittee will meet in the next few days to make decisions.

Last year PT and CH (no longer a board member) were involved with contracts.

CH worked out the money. PT worked out the contracts.

Apply last year's rationale and compare with the budget and see if it works.

PT, MP, JW, NM MF, WL, BH to hold an extraordinary meeting to discuss and decide on contractor contracts renewal.

The budget will be published once it has been discussed with everyone directly affected by it.

Action 240402.06 MP to talk to Chris Cant to develop a job description for his current role at Freegle

There will be no need to bring this back to the board if enough of the board members are at the extra ordinary sub committee meeting.

Action 250402.02 NM to organise a sub committee to discuss contracts and to distribute spreadsheets but not to CF and EH (as paid contractors)

## **12. Review of Action Log and Board Timetable**

Action WL to Close 250205.04

The board also reviewed the action log and closed a couple of actions.

### **Any other business**

BH suggested more metrics on a future agenda. E.g. How many offers and wanted a month over which area of the country.

The board discussed the need for more metrics to monitor their progress and make informed decisions. EH emphasized the importance of having managers to analyze and act on the metrics, as volunteers may not be enthusiastic about producing or analyzing KPIs. MP suggested using data analysis tools to identify correlations between metrics. The idea of forming a data subgroup to discuss and analyze available data was proposed.

EH stopped doing metrics because no-one engaged with metrics.

Temporary data sub group to meet to discuss available data and potential metrics for analysis - MP, MF, EH, BH and NM.

Action 250402.04 EH to provide overview of available transactional and organizational data to the data subcommittee

Action 250402.03 MP will see if his friend will do something about metrics.

Action 250402.05 EH to check QR code application for data but he may pass this onto CF EH to send QR code login credentials to Cat to review the impact data before subscription cancellation

Action 250402.09 250402.10 250402.11 250402.12 CF, PT, WL and JW to complete Fit and Proper Forms

Meeting closed at 20.45

MF showed his passport to WL for ID

### **DATE OF NEXT MEETING**

7.00pm 7 May 2025

### **2025 Dates**

Meetings will be on the 1st Wednesday of the month@7.00pm

- ~~8 Jan 2025~~
- ~~5 Feb 2025~~
- ~~5 Mar 2025~~
- ~~2 Apr 2025~~
- 7 May 2025
- 4 June 2025
- 2 July 2025
- AGM TBC
- 6 Aug 2025
- 3 Sept 2025
- 1 October 2025
- 5 Nov 2025
- 3 Dec 2025

Calendar feed here: <https://groups.io/g/FreegleBoard/ics/4571329/1640078631/feed.ics>