

## **BBP DM / 2020.08.17 / Minutes**

**Chair:** Adam Dolling

**Minutes:** Seonaid Davis

**Present:** ML, AY, CW

### **Outstanding actions:**

#### **Priority**

- **CW** to forward insurance quote info to **SD** and **ML**. **ML** and **SD** to work together to get new quotes for Directors insurance.
- **AD** and **AY** to meet on Friday at 3pm to review risk assessments, **AD** and **AY** to check all risk assessments are up to date

#### **In progress**

- **AD** to complete COSHH datasheet catalogue on paid shop time.
- Action: **AD** + **JH** to coordinate First Aid training. **AD** to update list and recalculate costs following the Coronavirus outbreak.
- **SD** to pick up precovid contact with organizations that could offer conflict management training
- **AD** to suggest 'guidance for conflict' to TA, **ML** offered to write.

#### **On hold**

- Action: **AD** to contact St John's re: mental health first aid training (booking at the same time as first aid training)

#### **Community**

Things are gradually reopening, 3-4 EABs are going out a week.

#### **HR**

Action: **ML** to re start PAYE policy writing with JH.

#### **NPWG Update**

Other options are being looked at.

Castle park planning application is going ahead.

#### **Finance Update**

We are not losing money and have come out the other side of lockdown in a relatively healthy place.

### **Trading Arm Update**

**Action:** AD to do October rota early to see if an extra person could be fit in to relieve some pressure from the rest of the TA team.

**Action:** AD to report back from TA on urgency of employing another TA member.

### **AOB**

AD has unfortunately had to make the decision to step down as director due to having too many commitments going on at once, ML, SD and AY agree that they can manage as workload is not currently demanding.

**Action:** AD to ask JH to email Company House to inform them of this change.

**Next meeting: 14th September 2020.**