

Post AGM Board Meeting Minutes 08 April 2025

Date: 08 April 2025

Time: 8.15pm – 8.30 pm

Location: Home Start Lomond, The Family Hub, Churchill Square, Helensburgh G84 9HL

Srl	AOB Item	Comment	Lead
1	Welcome	The AGM was opened and all attendees welcomed by the Chair	Chair (PK)
2	Attendance & Apologies	In attendance: Peter Kemp (Chair) Emily Gregson (Treasurer) Irene Edwards Louise Mathis Laura Eales Catherine Wynne Garth Atkinson (Secretary) Apologies: Rachel Blair Mhairi Murning	Sec (GA)
3	Previous Minutes	N/A	Sec (GA)
4	Re-election/ Appointment of Trustees	a. The following Trustees were re-elected to the Board by a unanimous vote: - Emily Gregson (Treasurer) – Pro PK/2 nd LE - Irene Edwards - Pro GA/2 nd LM	Chair (PK)
5	A.O.B.	a. Potential new Trustees to be approached: - James Dagleish - Barbara Warren b. To investigate future appointment of a Vice Chair	Chair (PK) Trustees
6	Date of Next Board meeting	Wed 21 May 2025 (1900-2100)	Sec (GA)

Trustee/Action Tracker

	Action Description	Responsible Person	Anticipated completion date:	Done
1	EEDI action plan to be amended with feedback.			
2	Taking charge of meeting dates, agendas and reports moving forward as secretary. Set meetings for next 3 months via polls.	Garth	Ongoing	
3	Create Battle Rhythm document for year ahead.	Garth	May 2025	
4	Add EEDI and Health and Safety as fixed agenda items.	Garth	Complete – Apr 25	/
5	Irene will keep checking community fund and with churches for fundraising.	Irene	Ongoing	
6	Set training dates for Volunteer prep course	Laura	May 2025	
7	Community Lottery funding	Laura	ongoing	
8	Send policies to all trustees to review	Mhairi	Complete	/
9	Review, amend and sign off on required policies including family friendly and staff handbook.	All Trustees	May 2025	
10	Advertise the AGM	Laura All trustees	April 2025	
11	Prepare reports and agenda for AGM	Laura Garth Pete Mhairi	Complete	/
12	Pete to forward TSI interface information to Garth.	Pete.	May 2025	
13	Promote quiz – Note on HMNB CLYDE Weekly orders	Garth	Complete	/
14	Preparing and submitting annual accounts for year end	Milly Laura Mhairi	ongoing	
15	Check companies house requirements for accounts	Mhairi	April 2025	

	Action Description	Responsible Person	Anticipated completion date:	Done
16	Start preparing Trustees annual report	Pete	ongoing	
17	Ask on managers forum about sharing annual report with HSUK.	Laura	May 2025	
18	Irene to formulate spot check process for safeguarding and what needs to be included in references.	Irene	June 2025	
19	Consider the format and outcome measuring for strategic action plan, give feedback for future meeting on this.	Trustees Staff	Ongoing	
20	Louise to arrange a day in office to go over GDPR requirements.	Louise	July 2025	
21	Source GDPR training for staff and trustees.	Louise	July 2025	
22	GDPR policy to be updated in line with changes once implemented.	Trustees	Ongoing	
23	Review risk assessment process.	Laura Milly Trustees	Ongoing	
24	Pete to contact and meet new potential trustee Barbara	Pete	April 2025	
25				
26				