

Minutes of Sustainable South Brent Board of Directors Meeting

5th January 2021 (via Zoom in accordance with Covid-19 Government Advice)

- 1) **Present** : Andy Harker (Chair), Pat Armstrong, Kitty Ford, Hayden Gabriel, Jenny Harker, Tony Hopkins, Harry Jennings, Jane Nichols, John Rawlinson
Non-Trustees : Cllr. David Hancock (SBPC), Helen Hall (Minutes)
- 2) **Apologies**: Nick Cape, Rachel Rafiqi
- 3) **Declarations of Interest Regarding Items on the Agenda**
None.
- 4) **Minutes**
JN clarified that the exercise carried out at the December meeting had been “Collating” rather than “Correlating the Vision”. HH had already checked with RR (previous Chair) that the agenda item had been listed incorrectly and the minutes will now be updated to match.
The minutes of the previous meeting were then passed as a true record.
- 5) **Matters Arising**
 - JR summarised the work he has done to review the Data Protection Policy. It will now be a Data Protection and Privacy Policy. It will include references to employees, Mailchimp and a mention of the DBS and Safeguarding Policy. Minor changes have also been made to reflect the fact that the Data Protection Act will now be the legislation guiding this policy, as GDPR is EU legislation. JR was thanked for his work and will send the revised policy to AH for electronic signature. **Action : JR and AH**
 - HG was thanked for circulating a list of Link Trustees and Project Coordinators.
 - The H.& S. Policy is now ready. HG will email the Trustees with regard to Risk Assessment. **Action : HG**
 - TH confirmed he has made a donation towards a retirement gift for Glyn Richards. Trustees may contribute by sending money to TH if they wish. **Action : All**
 - OSCC have asked for an SSB representative to attend meetings. JN suggested RR may be the most appropriate trustee for the role and will approach her accordingly to ask if she is able to do this. **Action : JN**
 - John Severn is confirmed as the new Company Secretary and the transition will be facilitated by AH and TH who will make sure JS has the correct passwords and login details for SSB. TH will continue to progress outstanding issues with the Marsh lease. **Action TH and AH.** JS has requested clarity over the role of the new bookkeeper – this has yet to be finalised. JS will also be invited to attend the February meeting to be introduced to the Trustees. **Action : AH**
 - JR has spoken by telephone to Jeremy Sabel, but the grievance concerned has yet to be addressed at the PC.
- 6) **Finance Report**
None received.

7) **Engagement Report**

The team has agreed to publish 3 newsletters per year in April, the Autumn and at Christmas. Newsflashes will be used in between for one-off or more urgent information. The last newsletter was well-received; 53% of members opened it according to Mailchimp data.

Social media is currently less successful. JN is updating Facebook, but it is felt the input of another volunteer with up-to-date skills would be useful.

HG suggested that the feedback from the visioning exercises should be more widely publicised – perhaps in the next newsletter? In the meantime, the survey of members may be amended to incorporate a chance for all to be involved. Marianne Tissandier could also be asked to distribute hard copies to those without computer access.

Action :JN

The Carbon Footprint exercises were not well attended but have generated interest from Plymouth and Exeter Universities and SDCE.

The Quiz held on 29/12/20 was very successful, attracting some new members and a different audience. It was suggested that another could be held in future. Thanks to those involved, especially HJ for having the idea and fulfilling the role of quizmaster. The Climate Fair currently scheduled for April may be postponed until the 10th or 17th July. The group will decide at their next meeting on 10th January.

8) **I.T.**

JN requested that the Trustees consider paying Massimo Gianuzzi £120 for 2-3 hours work to conduct an "IT Review". There were no objections.

9) **Vision, Values and Strategy**

JN presented slides (as attached) outlining the feedback on the vision statement. A discussion followed about the exact wording in terms of "zero", "net-zero" or "low" carbon. A question will be added to the survey to be sent to members to see what their feedback is, but the Trustees felt that "Creating a zero-carbon community where people and nature thrive" was the most appropriate of the choices.

JN has collated the words that have come up most frequently during these exercises that reflect the values of SSB. She invited Trustees to add words of their own and then to vote on their 3 favourites. A word cloud was created to reflect these preferences (see attached). This will be refined to avoid repetition and mistakes, and included as part of the members' survey to add to the discussion about core values. **Action JN and JH**

The survey of Trustees last August indicated that in terms of strategy, transport and energy are the priorities. The Trustees divided into 2 groups to discuss potential project ideas in these areas. They were asked to consider feasibility, cost, time and carbon reduction in their deliberations, (results attached). JN then sought volunteers to attempt to hold interim meetings and present ideas at the next Board meeting.

Action : All

10) **Devon Carbon Plan**

HG informed the meeting that SSB has been invited to be involved in the consultation process and to be a signatory to the plan. There is a very comprehensive 350 page document to read and digest, but this provides an excellent opportunity to have input alongside many other important organisations. There is also a series of webinars starting shortly – the details to be circulated. **Action : HG**

HG proposed that SSB trustees agree to sign the plan. **All in favour.**

A review of the document will be carried out for the purpose of contributing to the consultation. **Action : HG and JN**

11) Funded Intern Support

HG appraised the Trustees of an internship scheme being provided by the Universities of Plymouth and Exeter. The universities can supply a fully funded intern to work on a low carbon community project for a fixed term. Consideration of viable projects should be undertaken to see if this help could be obtained for SSB. **Action : All**

12) Community Kitchen

Correspondence was received by JH (Link Trustee) on 2nd January from Penny Wainwright seeking clarification of the Trustees' position regarding this project, along with other information and questions about alignment with the Devon Climate Plan. JH outlined the original scope of the project and previous discussions with Trustees and OSCC. ArtHouse will now also be involved in any negotiation as this is within the space leased by them at the OSCC. JH felt that PW should have the opportunity to attend the next meeting to discuss details and will ask her to submit a proposal in the week prior.

Action : JH

13) Exeter Road SWW Site

HJ updated the meeting. The site has been removed from the market and HJ feels that the tendering process is likely to go ahead on 12/1. AH has received an assurance from SWW that the correspondence sent from SSB will be considered, but HJ feels the response may be that SWW will ignore our request and proceed with the sale as planned.

14) The Marsh

The Marsh will close for a minimum of 6 weeks to comply with Covid restrictions. HJ requested that the Wood Group be allowed to spend the funds they have raised (approx. £1400-1500) on materials to construct the planned wood drying barn.

All in favour.

15) The Luces

JR suggested that a Working Group be formed to discuss a management plan and to proceed with work at the Luces. The bequest is still to be discussed by the PC, but their fears may be allayed if SSB can put a plan forward in time. HG wanted to be clear that any work will not be the responsibility of the Wood Group. TH raised the issue of legal ownership of the access to the Luces – this is being investigated.

Those interested will meet to discuss a way forward. **Action : JR/KF/TH/DH**

The meeting closed at 10.05pm

Next meeting : 2nd February 2021

