

**Minutes of Visyon Ltd Trustee Meeting,
held on Monday 17th December 2018 at Fellowship House, Park Road, Congleton**

Item No.	Item
17.12.01	<p>Guest Presentations</p> <p>Social Media Guidance Lee Fullerton (LF) distributed a leaflet with comments and guidance on use of social media. Discussion took place about the guidance. LF said that Visyon is currently running a Christmas video campaign and there are daily postings on social media. TP added that there is more to do and this will be reviewed when the new Community Engagement and Fundraising Officer commences in post. LF also confirmed that he would be pleased to receive emails which may be of interest. TP thanked LF for attending.</p> <p>GDPR Update Brian Davey (BD) distributed a report. It was confirmed that all trustees have attended GDPR training. TP commented that BD has been very helpful when giving assistance in respect of one minor breach and providing a statement for prospective employees/applicants. BD said the major change with the new legislation is the requirement to have evidence e.g. of processes, procedures and actions taken. BD spoke of the minor breach incident which was avoidable but dealt with appropriately. All processes are in place. BD will now be reviewing the practices, procedures and policy. There will be an audit on 15.01.19 and BD intends that this be an annual event. Discussion took place about the notification received from a supplier in respect of a breach and BD confirmed that no further action was required. BD reiterated the importance of deleting emails and emptying the deleted folder for email accounts. TP thanked BD for attending and confirmed that update reports and attendance at Trustee meetings will be requested on future occasions.</p>
17. 12 .02	<p>Introductions, Apologies & Conflicts of Interest</p> <p>Present: Andrew Brabban (AB) – part of the meeting Andrew Leahy (AL) Rob Lilley (RL) Adi Dean (AD) Jenny Hawkes (JH) Louise Dooks (LD)</p> <p>Apologies: Chrissie Cooke (CC) (Chair) Liz Johnson (LJ)</p> <p>In Attendance: Theresa Pass (TP) Pat Walsh (PW) Minute taking</p> <p>Mentioned in minutes: Service Effectiveness Group (SEG)</p>

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	<p>Financial Sustainability Group (FSG) Senior Management Team (SMT)</p> <p>AB opened the meeting. RL recorded a potential conflict of interest as he supplies IT services to Visyon. AD recorded a potential conflict of interest as he supplies Health and Safety Consultancy to Visyon on a pro bono basis. LD recorded a potential conflict of interest as she is working for national MIND and may be advising a local MIND organisation on a contract that Visyon is tendering for. Agreed that when the topic arises LD will be excused until the discussion is over. It was agreed that these conflicts do not affect any of the business on this meeting's agenda. No other conflicts were recorded with any of the business on this meeting's agenda.</p>
<p>17.12.03</p>	<p>Minutes and Action Log: The minutes of the Trustee Meeting of 19 October 2018 were accepted as a true record of the meeting. RL added that Elizabeth Pugh is now due to attend the Trustee Meeting in February. AL gave apologies for meeting on 18.02.18. This date was previously agreed for the Trustees and SMT Away Day. It was agreed that the date of April meeting be changed 29.04.19.</p> <p>Following discussions at the previous trustees meeting concerning attendance and communication options for trustees RL reported that the basics to facilitate Skype use are in place. Further information is needed from the trustees including details of their machine operating systems. Windows 10 is required together with SharePoint and OneDrive. All users will be required to use a Visyon email address and for additional security two factor authentication will be introduced. RL indicated that discussions with TP concerning are ongoing.</p> <p>Action Log 16.12.05 HR processes audit - RL indicated this has been part completed - carried over to Feb 2019 meeting</p> <p>16.12.05 Data quality audit – carried over April 2019. CC, AD and TP to meet in Jan 2019 to agree schedule</p> <p>16.12.05 Fundraising practise – LD provided an audit report in Sept – to be reviewed again – carried over to April 2019</p> <p>AB left the meeting at this point</p> <p>16.12.07 Datasets for HR and service delivery – TP and PW working on HR audit and looking at alternatives to SAS Protect – carried over to April 2019</p> <p>17.06.05 Chair and Deputy Chair job descriptions – no update available – carried over to Feb 2019 meeting</p>

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	<p>17.08.03 Audit process to be reviewed – TP stated a list has been completed and that all policies required are in place however the quality may not be as required. IGG and TP to agree what needs amendment. Audit to take place following amendment of policies - postponed to Oct 2019</p> <p>18.06.08 SEG and FSG objectives and KPIs – completed – agreed to close</p> <p>18.06.14 Strategy, development and objectives – to be discussed at away day – carried over to Feb 2019 meeting</p> <p>18.07.07 SEG meeting – completed – agreed to close</p> <p>18.07.08 FSG meeting – completed – agreed to close</p> <p>18.07.05 Email to incoming CEO – completed – agreed to close</p> <p>18.08.02 Restricted reserves – completed – agreed to close</p> <p>18.08.02 Alignment of annual accounts and management accounts – RL confirmed this has been discussed and now needs to be actioned – carried over to Feb 2019 meeting</p> <p>18.08.04 Staff to be thanked – completed – agreed to close.</p>
<p>17.12.04</p>	<p>Risk register: Risk register received and noted. It was agreed that there no changes.</p>
<p>17.12.05</p>	<p>Safeguarding: TP stated that details of recent safeguarding cases are included in the Therapy Services Report provided. TP added that safeguarding concerns can now be tagged on Civi and so are clearly highlighted. AL indicated that he can offer time in Q2 2019 to carry out an audit of the safeguarding processes in place.</p>
<p>17.12.06</p>	<p>CEO's report: TP stated that work on fundraising and bids is going very well. The volunteer assisting with bid writing is continuing to make positive progress and is now working on bids up to £5000. RL asked about plans for the cafe and in response TP said options that are sustainable are being explored. This will be included in the tasks for the new Community Engagement and Fundraising Officer. An event took place in the cafe last month. This was well received and made £100 for Visyon. RL asked what is place for the Co-op community charity involvement. TP replied that collection boxes for Visyon will be placed in 150 stores nationwide. Visyon now needs to supply wraps for the boxes TP spoke of fundraising activities planned for next year including an event at Arighi Bianchi with Cheshire School of Wine and interest in Visyon's work from the Lord Lieutenant of Cheshire. AL commented that reports from the SMT were appreciated and the staff team were thanked for all their hard work.</p>

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17.12.07	<p>Chair's report: No report available for this meeting.</p>
17.12.08	<p>SEG Chair's update: LD confirmed that the terms of reference have been agreed to sign off. The next meeting is due to take place in January and the agenda is to be circulated.</p>
17.12.09	<p>FSG Chair's update: TP reported that a meeting had taken place with Vincent Throp, Financial Advisor. TP and RL agreed that although useful the recommendations were not the best fit for Visyon. TP said that options are still under consideration with information from Nationwide being sent to Visyon's Finance Manager for review.</p>
17.12.10	<p>Management Accounts and Budget: TP indicated that work has just started on the 2019/20 budget. RL commented that the deficit has reduced again and this is good news. However the café is behind the forecast. TP added that a recent successful bid, has now brought the deficit down to approximately £10,000. In respect of the café TP spoke of the contract on the coffee machine being an issue in view of the cost of this.</p>
17.12.11	<p>Health & Safety: There are no incidents to report. AD said that he is due to meet with PW in January. AD confirmed that training for staff will be rearranged. TP spoke of the issue with damp at the Crewe base which has not been rectified yet. The Therapy Services Manager will be looking at office space available on the upper floor of the CWA building and other options are being considered for Crewe.</p>
17.12.12	<p>Policies and Procedures: Discussed with Action Log above.</p>
17.12.13	<p>Strategy / Development and Objectives: No report available.</p>
17.12.14	<p>Risk Register: No changes.</p>
	<p>Dates of next meetings All meetings 6pm for discussion before 6.30pm business meeting, unless otherwise stated. Venue: Fellowship House, Park Road, Congleton</p> <ul style="list-style-type: none"> • Monday 18th February 2019 (Away Day - TBC) • Monday 29nd April 2019

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Signed.....*[Handwritten Signature]*.....

Position.....*Chair*.....

Date.....*18/02/19*.....