

Minutes – Steering Group Meeting Sat 17th February 2023 at Shildon Railway Institute

Attendees: Dave Reynolds (Chair), Michelle Armstrong (Secretary), Kelly Ambrosini, Tracy Chappell, Hazel Johnson, Colin White, Christine Thompson,

Apologies: Jane Hackworth Young, Andy Haines, Emma Pennington

Planning future documents:

The following documents have been listed as being ‘Essential’ for a Community Benefit Society registration by the Plunkett Foundation. We decided that to assign one to each member present might be the swiftest approach. Leads are named in brackets.

- Code of Conduct (Tracy Chappell)
- GDPR Statement (Dave Reynolds)
- Reserves & Distribution Policy (Hazel Johnson - with Ricky Wilkinson)
- Shared Withdrawal Policy (Kelly Ambrosini)
- Dispute and Complaints Policy (Christine Thompson)
- Membership Strategy - questions to Plunkett Foundation about converting existing members (Michelle Armstrong)
- Register of Members (Colin White)

The following documents are recommended by the Plunkett Foundation. We decided to categorise them as to whether they were deemed necessary for launch as a CBO (Rank 1), something we could add post launch (Rank 2) or probably not applicable (Rank 3).

Rank 1 documents - we will need these

- Electoral nomination forms to join the committee
- Privacy policy data protection & GDPR
- Roles of the management committee
- Emergency procedures
- Code of conduct for volunteers
- Risk assessment
- Risk register
- Safeguarding policy
- Health & safety policy
- Volunteer complaints procedure (as part of main complaints procedure)
- Volunteer agreement
- Security policy

Rank 2 documents - we can create these if we launch successfully

- The use of sub-committees
- Business continuity plan
- Capex schedule
- Expenses policy
- IT and cyber security
- Media policy

Rank 3 documents - we can probably exist without these

- Investment policy (we're unlikely to be in a position to invest)
- Share interest payment policy (we will not be paying interest on shares)

Group discussion:

A group discussion took place on the logistics and timing of converting the existing membership to the new style of membership.

A list of questions were created which Michelle has set a meeting up to discuss with the Plunkett Foundation's representative.

Plans for the next meeting:

- Finish reviewing the rules document (carried over from previous meeting)

- Look through the sum of notes for the membership strategy (carried over from previous meeting)

ACTIONS:

- Members to take a look at the Plunkett policy templates in the next two weeks as per assignments above and bring back recommendations for review
- Michelle Armstrong to look for the templates for the documents we need to look at from the Essential list so members can access

Advance apologies for the next meeting:

Next meeting - Saturday 25th February at 10.30am the Hackworth Lounge, Shildon Railway Institute.