**Manor Field Board Meeting 12th June 2023**

**Attendees –** Christine Webb, Kim Groves, Peter Sutton, Ian Rodley, Chrisie Emmonds, Denise Callaghan

**Current Board –** Christine Webb – Chair. Board members Karen Johnson, and Denise Callaghan. Removal of Carole Kingdom after no contact and not showing up to meetings, we have removed members who are no longer board members or have their agency to deliver on strategic decisions. This has not been done via previous management, this has now been actioned and those in question removed. New members are now added to ensure the hall continues to thrive.

**Actions and Updates**

* Christine and Ian to Finalise the online banking now the hall is as accessible/cash-free as possible.
* New Trustees – Ian Rodley, Chrisie Emmonds, and Peter Sutton. All new members are added to the charities commission and officially signed on the hall board of trustees.
* Website: Policies & procedures to go on the website for openness and transparency. This is something that hasn’t been available previously but in these modern times, we must adhere to this as a process.
* Terminate the current accountant and find a new accountant to do the Manorfield Hall accounts after concerns of mismanagement of funds from previous management.
* Ben from Belle Isle TMO has surveyed the community with a lot of skills, the community was mainly elderly, interested in gardening, cooking, and woodwork. Comments made, The Centre previously felt is too clicky and we are not allowed to use it or feel welcomed. Ian from DAZL to write a funding bid to address these issues and make the hall a place for everyone in line with the hall constitution.
* Action: Look into a Coffee Morning or Lunch Club.

**Board discussions/ suggestions**

* Belle Isle TMO to add Manorfield to monthly emails to Bitmo Tenants.
* Create a 3 monthly (quarterly) newsletter, Launch date of the Hall i.e. New
* New activities in the hall: possibly approach the Leeds Rhinos regarding rugby and multisport. Baby sensory to enhance the parents and tots offer.
* A suggestion box for the building is something the board would like to implement
* Opportunities to develop a Men's mental health group, possible funding bid as identified as a gap in provision.
* Management decisions: Ian to approach the board if any major changes need to be made and then the DAZL board to agree to most of these actions.

**Finances**

* DAZL to continue to ensure the bookkeeping of Manorfield Hall is up-to-date.
* Christine and Ian to Finalise the online banking now the hall is as accessible/cash-free as possible.
* Asda Green Token - £400 obtained and voted by the community
* Asda Champions to support the hall with food donations
* The bank looking healthy without any immediate funding

**Concerns**

* Food Bank - Board member CK to remove her freezer from the boiler cupboard
* The church still has outstanding amounts and is stating they had paid cash to the previous manager but there is no paper trail on this. Action to take forward and meeting with the church
* Previous board member CK and the previous manager's family members posted derogatory social media posts regarding the hall and their removal from the Manorfield Board of Trustees. This is very targeted and concerning.

**To Action**

* Volunteers Handbook – to be created in collaboration with the board of trustees as the hall is volunteer-led yet doesn’t have a volunteer policy or handbook. This is to be actioned by Ian and DAZL.
* Ian to amend elements in the constitution in terms of what the hall offers in collaboration with the board of trustees. Create a report on the progression of the hall and the next steps.
* Management, New Beginnings, DAZL, Bitmo and friends.

Next meeting 6th November 2023