

WIGTOWNSHIRE WOMEN'S AID

BOARD MEETING

Minutes of the meeting held on 15th November 2023 at 1.30pm at Stranraer Office

Present: DP, AB, SK, MD, AC

Apologies: None

Staff in attendance: NM, FG (minutes), LH

Agenda Item		Action
1	Welcome & Apologies DP (Vice Chair) welcomed everyone to the meeting. No apologies noted.	
2	Declaration of conflict of interest N/A nothing to note	
3	Minutes of last meeting and matters arising Propose: SK Second: MD	
4	Resignation and appointees of trustees DP stated that CH resigned as of 24/10/23 and noted her commitment to the organisation over the last few years. All resolution documents signed by all trustees.	
5	Organisation Risk Assessment In relation to section 4 of this, SK asked who do we identify as our competition specifically. FG explained the probable tender situation which will arise in future years and the competition we would be likely to face from multi national service providers, as well as the possibility of gender neutral contracts becoming a reality for domestic abuse support services, which has happened in other local authorities.	

6	<p>Service Manager's report</p> <p>NM outlined main points in her report; Explained refuge situation at present, busy with new residents and crisis service busier than ever since LM started in this role.</p> <p>Out of hours post to be advertised soon, which unfortunately due to staff moving internally in roles, will be the 3rd time this year. Reputationally this could be seen as negative, however NM explained we will state the reasons for this in the advert. Post will start in Jan 2024.</p> <p>TM has left the organisation recently after many years service.</p>	
7	<p>Health & Safety</p> <p>No issues to raise or identified.</p>	
8	<p>Management Accounts/Budgets</p> <p>LH outlined main points from management accounts – there were no issues/queries from trustees.</p> <p>Budgets – All budgets approved by trustees. Hopeful we can be successful with Henry Smith funding as the recent meeting went really well.</p>	
9	<p>Annual cost of living for all staff</p> <p>Trustees agreed to a 4% cost of living from 1st April 2024 for all staff. Based on figures presented by LH and fact that inflation is sitting at 4.6% today.</p>	
10	<p>AOCB</p> <p>Discussed Third Sector D&G governance training and how helpful it has been.</p> <p>SK asked if we intended holding a planning day for strategic plan as discussed last year. All agreed this would be a good idea for next Mar/April time.</p> <p>All dates for 2024 meetings agreed by everyone.</p> <p>END OF MEETING</p>	<p>ACTION – FG to contact TSDG and ask if they would offer a session in house on trustee responsibilities to those who have missed this -</p> <p>ACTION - SK to give FG contact details of facilitator used by Stranraer Development Trust for their planning day –</p> <p>COMPLETE</p>