


**Shine Charity Board meeting
10.30 on the 21 February at Pelican Trust
20-22 Crofton Road, Lincoln, LN3 4NL**

Minutes

1	Present	<p>Shine Trustees</p> <ul style="list-style-type: none"> • Stacey Gillott - (Chair) • Lisa Steel – (Trustee) <p>Associates</p> <p>In Attendance Mike Martin – Shine Administrator</p> <p>Apologies</p> <ul style="list-style-type: none"> • Greg Gilbert – (Trustee) • Robert Glenton - Associate <p>Not in attendance</p>	<p>The Shine Charity [quorum 2]</p> <p>quorate 2/3</p>	<p>Minutes signed as correct</p>	<p>Minutes approved on 03/04/2020 during video meeting on Zoom due to Covid19</p> 	<p>Name: M A Martin</p> <p>Position: Administrator</p>	<p>Date 03/04/2020</p>
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Item	Discussion	Action	By
2	Matters Arising <ul style="list-style-type: none"> • None 		
3	Declarations of interest (in addition to previously minuted) <ul style="list-style-type: none"> • None 		
4	Progress Reports <i>Website Review</i> <ul style="list-style-type: none"> • Website spec written with help of Daniel F • Six suppliers have been asked for a quote to build a new website using above spec • Ensure compatible with LCC/LPFT systems (API - Application programming interface) <i>Action Plan</i> <ul style="list-style-type: none"> • Attended the MH Hub and Spoke task group • MH Hub is based PHC in Lincoln and will provide training/meeting rooms, information telephone service and teleconferencing and one-to-one video calls with the spokes • Spokes for round one are Lincoln, Boston, Gainsborough and Grantham • Grantham is being run in partnership with AgeUK • Two Lincoln South spokes are being based at The Bridge on Newark Road and Bridge Central • Recommendation to contact Jo (LS Sister) at Think2Speak who is working with organisations in Boston on the Hub • Stamford is being considered for early inclusion working with MindSpace • Had meeting with HS from University of Lincoln, investigating the idea of training students to be PLWs and run drop-in sessions at Lincoln University • Next PLW training session scheduled for March 	<ul style="list-style-type: none"> • Collect quotes • Produce shortlist for Trustees • Consult trustees electronically for a decision • Arrange visit with David Jones • Arrange contact with Lincoln, Grantham and Boston Spokes • Gainsborough Spoke is still in development, keep informed • Contact Jo • Contact MindSpace after we have provided them with training material • Continue communication • Training delivery 	<p>MM/SG</p> <p>SG</p> <p>SG</p> <p>SG</p> <p>SG</p> <p>SG</p> <p>MM</p> <p>SG/MM</p> <p>MM/GG</p>
5	Finance <ul style="list-style-type: none"> • Budget summary presented to 18-02-2020 (Appendix 1) 		

<p>6</p> <p>New Trustees</p> <ul style="list-style-type: none"> • Malcolm Birch • David Furley • Paul Jackman <i>(as an associate)</i> 	<p>Meeting arranged for 17 March 2020</p>	<p>MM/SG</p>
<p>7</p> <p>LPFT Governor</p> <ul style="list-style-type: none"> • Still on hold until new Trustees can be recruited 		
<p>8</p> <p>Safeguarding and GDPR</p> <ul style="list-style-type: none"> • None reported 		
<p>9</p> <p>Any other business</p> <ul style="list-style-type: none"> • Charity Annual General Meeting scheduled for 10.30 Friday 26 June prior to Trustee meeting 	<p>Prepare Annual report and accounts for approval</p> <p>Send accounts to ABC accounting</p>	<p>SG/MM</p>
<p>10</p>	<p>Date of next meeting</p> <p>Friday 3rd April 2020 – 10.30am at Pelican Trust</p> <p>Friday 15 May 2020 – 10.30am at Pelican Trust</p> <p>Friday 26th June 2020 – 10.40 at Pelican Trust</p>	

Appendix 1

Shine Lincolnshire
Charity Number: 1175616

Budget Summary

Date: 18/02/2020

	Reserves	LCC
Carried Over	£7,031.93	£19,595.17
Restricted Rec'd		
Unrestricted Rec'd	£13.20	
Accounts		
Advertising		-£2,360.40
Insurance		-£273.08
IT/Tel		-£514.84
Management Fees		-£2,500.00
Materials		-£163.40
Other	-£10.00	-£1.44
Payroll		-£6,408.83
Refreshments		-£32.85
Rent		-£1,056.00
Training		-£130.00
Travel		-£189.94
Vol Expenses		-£125.10
Petty Cash		-£20.00
	£7,035.13	£5,819.29