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Riverside Community Trust

Registered charity (illustrative example) · Board of Trustees

Minutes of the Trustee Board Meeting

Date: Tuesday 8 July 2026 · **Time:** 7:00pm – 8:35pm · **Held:** Riverside Hall & by video link

Present:	A. Okafor (Chair), P. Whitton (Treasurer), S. Devi, M. Grant, L. Fairweather, J. Hussain
In attendance:	R. Coyle (minutes)
Apologies:	D. Marsh, C. Bell
Quorum:	Met (6 of 8 trustees present; quorum is 4)

1. Welcome and apologies

The Chair opened the meeting at 7:00pm and welcomed trustees. Apologies were received and accepted from D. Marsh and C. Bell.

2. Declarations of interest

J. Hussain declared an interest in item 7 (their employer had been approached as a potential supplier). It was agreed they would not take part in that decision.

3. Minutes of the previous meeting

The minutes of the meeting held on 13 May 2026 were reviewed.

DECISION 3.1 — The minutes of 13 May 2026 were approved as an accurate record and signed by the Chair.

4. Matters arising / action review

The action log from the previous meeting was reviewed. The insurance renewal (action 2) and the updated reserves policy (action 4) were completed. The volunteer handbook remains in progress and is carried forward.

5. Finance report

The Treasurer presented management accounts to 30 June 2026. Unrestricted funds stood at £24,150; restricted funds at £11,800. Income was slightly ahead of budget; the hall boiler repair (£1,240) was the main unbudgeted cost. Reserves remain within the target range set by the reserves policy.

DECISION 5.1 — The board received the finance report and approved the £1,240 boiler repair as an exceptional item.

6. Safeguarding update

The safeguarding lead reported no incidents in the period. Two new volunteers had completed DBS checks. The annual safeguarding policy review is due in September and will come to the next meeting.

7. Grant application — youth programme

The board considered a proposal to apply to the Coastal Communities Fund for £18,000 towards the after-school programme. J. Hussain left the discussion. Trustees discussed match-funding requirements and delivery capacity.

DECISION 7.1 — The board approved submitting the £18,000 application, subject to the Treasurer confirming the match-funding position. S. Devi authorised to sign the application.

8. Policy review

The data protection policy was reviewed against current guidance. Minor updates to the retention schedule were agreed.

DECISION 8.1 — The updated data protection policy was adopted, effective immediately, with the next review due July 2027.

9. Any other business

M. Grant noted the AGM date should be confirmed before the summer break. No other business was raised.

10. Date of next meeting

Tuesday 9 September 2026, 7:00pm, Riverside Hall. The meeting closed at 8:35pm.

Action log

Ref	Action	Owner	Due
4.1	Complete and circulate the volunteer handbook (carried forward)	L. Fairweather	29 Aug 2026
5.2	Circulate full management accounts pack to trustees	P. Whitton	18 Jul 2026
6.1	Bring safeguarding policy review to next meeting	S. Devi	9 Sep 2026
7.2	Confirm match-funding, then submit grant application	P. Whitton / S. Devi	1 Aug 2026
9.1	Confirm and circulate proposed AGM date	A. Okafor	25 Jul 2026

Signed: ______________________________ (Chair) **Date:** _______________

Prepared by **The Committee Room** · governance support for UK charity boards · hello@thecommitteeroom.co.uk · thecommitteeroom.co.uk