



## All Night Café

### Management Committee Meeting

**3<sup>rd</sup> October 2018**

**Attendees:** Carole Ann Cole - Chair  
Nichola O'Sullivan – Secretary  
Andrew Taggart - Treasurer  
Neil Sewell

**Apologies:** Debs Keegan

**Previous Minutes agreed by all present.**  
(Interim Minutes were made available to be read)

The Constitution has been updated and signed. It has been requested that all members have copies via Email for their records. It was agreed that the Committee would be re-elected Annually. **Action CC**

#### **Funding Overview**

The Café is now registered and approved by The Charities Aid Foundation, which allows us access to funding, and gives us integrity when approaching funders. We are currently in the process of applying for 2 streams of Funding. The Peoples Health Trust currently fund the Day Café, which means these funds are restricted.

#### **Treasurer's Report**

The bookkeeping is currently in the hands of Amais, and is now up to date. Carole will Email them with Andrews contact details, so he will be able to view the accounts and give a report at the next meeting, which is timely as the Accounts year end is December. Andrew will be the point of contact for any queries regarding the accounts. **Action CC & AT**

#### **Big Fish**

The All Night Café is financially independent from Big Fish 117, and operates with a separate bank account.

#### **Risks**

The Public Liability insurance from Big Fish covers the activities carried out for both the day and night Café. The scout leader (Simon Lovell) is responsible for the Fire Policy and Risk Assessments for the building.



### **Decision Making/Reporting**

The committee agreed that it is happy for Carole to continue with her fundraising activities, but she has agreed to update the committee at each meeting. **Action CC**

Carole will contact the committee members with any issues that cannot be reported on the Team page. This is to ensure safeguarding and stop situations escalating. In the event of extreme situations, the Management Committee will be asked to investigate.

The Management Team and volunteers will be made aware of the Management Committee and be encouraged to message us privately if they have any concerns or wish to raise issues. This is to avoid speculation on the Team Page and ensure that there is a good line of communication. The Management Team will be asked how they would like to contact us.

**Action NS**

### **Code of Integrity**

We will keep this as an ongoing discussion, as there are basic principles we would like to uphold. These include :

Open communication & support between Committee members.

Confidentiality within the Committee, ensuring that matters aren't discussed outside of the members.

Remain Ethical. **Action ALL**

***"No one should be Hungry, No one should be Homeless"***

Date of next meeting : January 16th

