**DUNBLANE – LIKHUBULA PARTNERSHIP**

**A Scotland-Malawi Partnership - Scottish Charity Number SCO 38877**

**Steering Committee Minutes - 5th December 2022**

**Attendees:** Jenni Barr (Chair), Ann Hale (Minutes), Ivor Butchart, Sheila Macleod, Neil Kitching

**Apologies:** George Bond, Fiona Anderson, Fraser Boyd, Ian Brown, Paul Christmas, Janine Mitchell

Minutes of meeting held on 24th October 2022 – accepted.

**Matters Arising** – WhatsApp audio meeting with Likhubula Committee was successfully held in November. Attended by Jenni, Fraser, Akimu, Safari and Nyambalo. A positive response to the forthcoming visit with assurances of a good programme. Pride expressed in new bursars. To be repeated in January.

**Finance**: Neil submitted an update of the accounts with current balance. Noted that the majority is restricted fund. The budget is very tight and covers existing bursars. Without further fundraising we can’t take on any more tertiary bursars.

Jenni’s flight was paid for and refunded promptly by Faithshare, Church of Scotland. Budget for the 2023 Likhubula visit estimated at £2,000 (may come in lower) of which £1,565 is accommodations and transport. Extra costs include £50 for visa, lunch for bursars etc.

Reminder – For the visit, the Guild normally send out £100 for Mvano.

**Action** – Sheila to draw this to the attention of the Guild.

**The Question of Insurance:** Public Liability Insurance is required by the University if it is to allow Janine’s internship. Should we provide it? Also Employers Insurance – duty of care to our volunteers. We may not be employers on the strict sense, but the law places responsibilities on us for those who volunteer in the name of the partnership - predominantly the committee.

Keegan and Pennykid, insurance brokers, are offering us a single policy covering PLI and Employers Insurance under their scheme for charities and taking our (limited) activities into account. They quote £399.12.

Jenni has made enquiries with Church of Scotland, with other small charities and with BIBA. It seems most charities are covered by PLI and Employers Insurance. Prices quoted ranged widely, with Keegan and Pennykid the lowest.

After full discussion it was agreed to apply for this insurance cover for this year, start date 1st January 2023, but for the whole committee to make a thorough review re our requirements beyond 2023 to inform future years.

**Action:** Jenni to send the Keegan and Pennykid paperwork to Neil. Payment to be made prior to starting insurance cover in January.

Jenni has identified travel insurers likely to be suitable to cover visits to Malawi:- Campbell Irvine, Good to Go, Staysure. Note that insurers offering leisure insurance may not automatically include visits for a charity and certainly manual work is excluded by several.

**Bursars**: Ian forwarded an up-to-date report from Mr Nayambalo with Term 3 exam results from all 4 years. Form 4 results are good so there may be further tertiary requests following on.

**Action:** Ian to notify us of Term 2 dates and when Term 2 payments have to be made (applies to Tertiary also).

**Tertiary Education:** Budget was agreed.

**BB Visit to Malawi :** For various reasonsFraser is doubtfulif the 2024 visit will take place. However the focus is still to concentrate on fundraising for the sum of £6,500 to replace the roof at the Mary’s Meals shelter at Nansato.

**2023 Committee Visit to Likhubula**: Issues for the programme:- bursar issues, tertiary issues. opportunities to meet the bursars. Who will Janine meet and interview? To be discussed.

Following discussions on WhatsApp, the Likhubula committee will organise a suitable programme for the visit.

**Janine’s Internship:**

Jenni, Ann and Ivor to link with Janine and support her in her work for us.

**Action**:Jenni to update the Janine’s application paperwork and send it back to her.

**Mvano:** Letter received from the new chairperson of Mvano.

**Action:** Sheila to send a reply to Mvano via Ann and the Likhubula Committee.

Sheila suggested approaching the Guild to organise a fundraising coffee morning with the support of our committee. It can be an opportunity for raising awareness of the work of the charity.

**Action:** Sheila to identify an available date in Spring 2023.

**Communication and Publicity:** A WhatsApp meeting with the Likhubula Committee will take place on Sunday 8th January, 4pm Malawi time, 3pm BST. Ann and Ian (if available) with Neil as reserve. Contact ahead for items for discussion.

**Cathedral Display Boards :** Ivor has some recent photos to update the boards. More to come. Ivor will raise the issue through Dunblane Cathedral Session of where the boards can be best placed in the cathedral. On top of trestle tables would help make the boards more visible.

**Action:** Ivor explore with Session and Ivor and Jenni refresh the current boards in Cathedral before 16th January 2023.

**Safeguarding**; Ongoing. No issues.

**Agenda Items for future meetings:**

* + a clear strategy for fundraising, including coffee morning;
  + publicity e.g.a fresh article in The Wire,
  + attracting new recruits for the committee.

**Trustee Decisions: (**Meeting was quorate**.)**

1. **Agreed to purchase Public Liability Insurance and Employers Insurance from Keegan and Pennykidd for 1 year for the amount of £399.12. To be thoroughly reviewed next year.**
2. **Payment of Term 2 school and tertiary bursaries**. **Ian to advise on date when payment is due.**

**Actions:**

* **Sheila** to suggest donation of £100 from Guild to Mvano.
* Insurance payment **- Jenni** to send Keegan and Pennykid paperwork to **Neil**. Payment to be made prior to starting cover in January.
* **Ian** to notify us of Term 2 dates and when Term 2 bursar payments have to be made?
* **Jenni** to update the application paperwork and send it back to **Janine**.
* **Jenni, Ann and Ivor** to link with **Janine** and support her in her work for us.
* Letter from the new chairperson of Mvano**. Sheila** to send a reply to Mvano via **Ann** and the Likhubula Committee.
* **Sheila** to identify a suitable date for a fundraising coffee morning.
* **Ann & Ian -** WhatsApp meeting with the Likhubula Committee on Sunday 8th January. (Neil as reserve.) Contact ahead for items for discussion.
* **Ivor** to update display boards
* **Jenni** to respond to the Likhubula Committee re our meeting.

**Date of next meeting**: **16 January 2023**. Ivor to chair.

Further meetings in 2023 are planned for:

27th February

17th April,

29th May