

## Minutes of the Trustees Meeting 27 September 2015

### **Present:**

Eddie Hartley – EH – Chair  
Robert Williamson – RW  
Graham Simon – GS  
Colin Turfus – CT  
June Darby – JD – retired 28/06/2015  
Neil O'Neil – NO – Treasurer  
Gillian Leonard-Schroder – Secretary and minute taker

Apologies were sent from Matthew Huish – MH – National Director

### **1) Bye-bye to June / signing of her retirement papers backdated to 28/06/2015. June leaves**

We thanked June for all her hard work as a trustee and celebrated her retirement with a cake. June then left the meeting.

### **2) Reading / passing of the previous minutes – updates on a number of topics**

The minutes of the meeting of 28 June 2015 were adopted

#### **Updates on topics from previous meeting**

- **LG – Kat Moon stuff removal**

**EH:** No answer was received to our communications with her, so she obviously does not need the things that she has left behind. They can be disposed of.

- **Milestones for the Steering Committee to implement the Restructuring Proposal / time frame**

**GS:** Two new departments to be set up – Media and reinstatement of the Education Department.

**GS:** A restructuring steering committee is being set up to guide setting up of a Council of Communities in January 2016 and the National Council in March 2016.

**EH:** MH needs to get together with new councils to thrash out a strategy.

- **Difficulties with the audit – letters sent to the two charity authorities. There was meeting on 06/10 with the Finance Department about necessary fundamental changes will be made; external accountants will be brought in from December to complete the 2014 audit preparation work as well as the 2015 audit preparation work.**

**EH:** The audit is late. This can never happen again. Someone else has to do the audit in future.

**EH:** Maybe Joanna could stay as the bookkeeper but external persons should prepare the audit from now on.

OR – if economically and organisationally viable, external accountants could be commissioned to do all of our HQ bookkeeping in 2016.

**CT:** Simon Rosselli should decide on who is in charge in the Accounts Dept. NO should receive the audit and sign off on it if he is happy with it.

**Action Point:** NO should write letter to the Charity Commission concerning the audit.

- **The clear letter to the Zaccarellis outlining how things should be, otherwise the contract will not be renewed from the FC.**

**GS:** Carlo Zaccarelli suggested that they get one more year to operate. Their contract should normally expire this January, but we can extend it for a year and then raise the rent at the end of 2016. This gives time for Tom O'Connell and MH to sit down with them and discuss their long-term plans.

**EH:** Continued separation of the two cost centres – Cleeve House Ltd and FFWPU Cleeve House - should be a prerequisite to them being able to stay at Cleeve House. We need to ask Simon Rosselli what we need to do to clarify the situation.

- **The European Office (EO, otherwise known as FFWPU Europe) debt repayment situation + situation of setting up a separate EO entity**

**EH:** £22,000 came in in August from EO, £10,000 is expected in September and £13,000 in October

**EH:** Peter Staudinger should come to Britain to discuss the possibility of the EO becoming a separate entity.

**Action Point:** EH to chase Peter Staudinger to set a date to meet to discuss the separation.

- **Separation between International UPF and UPF UK including changes to the website – implications for FFWPU UK of separating from UPF UK in terms of our objectives.**

**EH:** UPF consists of two parts: UPF as a department of FFWPU is non-political while the UPF company can do political work. They get £2,800 a month if they report to the FC on their fundraising and progress towards becoming a charity. This is for salaries for Robin, Margaret and Joyce. However, they are not reporting to the FC. After the end of the year this will be reduced to £2,500 a month. They will be able to apply for funding from the European Commission if they can show that they are

independent from FFWPU. If UPF comes up with a list of conferences which are in line with our goals then we can support them. They can use this money to pay their salaries, but not to do political work (as a charity). We can pay them right now as our Public Affairs consultants. However, we should limit the money paid to them through Public Affairs in about 3 months from now, so that they have to give us a list of their conferences if they want to continue to receive funding. If they have a problem with this, they should give us a formal response.

### **3) The letter Carlo wants sent**

**EH:** Carlo wants us to send a letter to the neighbour who has been using the grass verge for parking vehicles while doing renovation work as this has finished and he should return the area to its original condition.

**Action point:** We should write to the neighbour and send the letter by recorded delivery so that they cannot try to claim use of the land in the future.

### **4) The Bensham Lane matter**

**EH:** We have received a recommendation concerning the amount we should charge for renewing the lease on a property at Bensham Lane on which we own the freehold.

**Action point:** We should send a letter by recorded delivery asking for the amount recommended.

### **5) Latest HQ numbers**

**EH:** provided the projected figures for Jan – Dec 2016

**CT:** Tom O'Connell should send contracts to trustees to be checked over before they are finalised.

**EH:** Educational Director's position. Robert is waiting for Matthew to confirm the appointment of William Haines.

**EH:** RW to ask MH what his goals are for the next 12 months. Matthew should have the same conversation with his staff.

### **6) AOB**

Next meeting 10 Jan 2016