

# Minutes of the Trustees Meeting 10<sup>th</sup> January 2016

## Present

Eddie Hartley – EH – Chair  
Robert Williamson – RW  
Graham Simon – GS  
Colin Turfus – CT  
Neil O'Neil – NO – Treasurer  
Gillian Leonard-Schroder – GLS – Secretary  
Matthew Huish – MH – National Director

- 1) Reading/passing of the minutes from 27<sup>th</sup> September 2015

The minutes were passed

- 2) Report from our Treasurer on the latest measures being taken to prepare for the (late) 2014 audit and the (expected to be early) 2015 audit

**NO:** We intend to submit the audit for 2014 in the next 10 days and, to make up for our lateness, we want to submit the 2015 audit early – March or April. Jenny from Natural Numbers is doing the audit for 2014 and Joanna is now managed by Jenny.

- 3) Report from our Treasurer on the latest action being taken to ensure that both HQ and regional bookkeeping is put onto a much more effective and reliable footing (in terms of obtaining three quotes from external accountancy firms and choosing which one to work with, changing the software used and the overall way of working also for regional and buildings bookkeeping). What this means in terms of manning a future “Accounts Office”.

**NO:** We really need to get three quotes for the roll of accountant. Wilkins Kennedy has given us a quote of £35,000 and Jenny only £12,000 (before VAT). Jackson and Jackson can't provide us with a quote at this time. Jenny can educate our members who are doing the accounts in the different regions. The auditing costs should be reduced if we use a professional accountant.

**EH:** Should we employ someone to fulfil the other administrative responsibilities which the accountant will not do? The ideal persons to cover this would be Tom O'Connell (but he is too busy!).

- 4) Report on the FC HQ global budget allocation meeting held on 25/11/2015 (NO or EH)

**EH:** A fund of up to 0.5% of the value of the buildings should be built up and set aside for upkeep. We have about £60,000 set aside at the moment. However, surprisingly the people in charge of the properties are not applying for funding although there must be repairs which need to be done. We need to send someone round to all the properties and make a summary of the works that need to be carried out on them. Either Clive Pollit or William Bortnichuk could do this and report back to Tom O'Connell (a property manager himself). A circular could be sent out to all property managers asking for their ideas on what repairs are needed so that nobody feels criticised.

- 5) Since the sums involved are in excess of £50,000, discussion about the imminent setting up of a National Council and NC Budgeting Committee which could preside over spending of up to £100,000 in available funds (after ratification by the National level FC)

**GS:** The FC needs to decide on the spending of the Easement Fund of £150,000. This is non-recurring income, so it should be spent on specific projects, not salaries.

- 6) Report on the current status of European Office no longer being part of FFWPU UK from 01/01/2016 and the results of final discussions with Peter Staudinger (to be had this week) re submission of details of what UK tithing is being used for / also finalisation of the Little Angels debt situation (EH)

**EH:** The European Office (EO) is no longer a part of FFWPU UK. Holy Day donations and the UK Balkan Fund always go to European Office; MH should ask Peter Staudinger why this is. We still need information from the EO about which projects UK tithing money is used for.

**GS:** We need to ask Joanna how much the EO still owes us from the Little Angels visit and could subtract it from the tithing over a year if they do not pay it back now as a lump sum.

- 7) Report on the current status of difficulties UPF UK (which may no longer be part of FFWPU UK quite soon) has accepting the FC's instructions in relation to reduction of their current budget / future foreseeable grant after becoming a charity; obtaining a list of UPF projects in 2016 which FFWPU

UK understands it will be helping to fund (EH)

**EH:** We sent Margaret and Robin a letter recently saying that we managed to preserve their £2,500 grant. They should get their charity status in the next couple of months. Matthew should decide how much control he wants to have over their projects. He should get a list of the projects which they are doing with the £2,500. When they actually get their charity status we can discuss this again.

- 8) Report on the staff objectives and appraisal system apparently set up by Jessica end of 2015 re implementation and enforcement (RW)

**RW:** Showed us the appraisal form which he has drawn up. Gave us a list of MH's goals for the year.

- 9) Report on the £15,000 loan to Ireland (MH)

**EH:** The FC agreed the loan of £15,000 to Ireland. A contract is needed.

- 10) The Trustees Newsletter

**EH:** A Trustees Newsletter could be prepared for an AGM. This would give the membership an idea of the topics which we have to deal with without mentioning any specific names.

- 11) AOB – Next Trustees Meeting 10/04/2016