

# Minutes of the Trustees Meeting 16 April 2016

## **Present:**

Eddie Hartley – EH – Chair  
Graham Simon – GS  
Colin Turfus – CT  
Neil O'Neil – NO  
Gillian Leonard-Schroder – GLS  
Matthew Huish – MH

Robert Williamson sent his apologies

## **1) Reading/passing of the minutes of the previous meeting**

The minutes of the meeting of 10/01/2016 were passed. It was noted that the letter to the neighbour at Cleeve House had not yet been written and EH agreed to do this.

## **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: The 2014 audit is now 6 months late. Jenny from Natural Numbers has taken over the 2014 audit and it will be ready in the next couple of weeks.

Joanna and eventually Reiko will be replaced. We need a job specification for their roles. Eddie is doing a diary check to see how much time they spend on each area of their work.

Tom and MH should decide if Joanna should be made redundant and receive severance pay as part of a redundancy package. This should be discussed with Robert and Jessica.

GS: We should leave things as they are for the next month or so and at least until the audit is done.

**Action Point:** Tom should find out how much severance pay Joanna is entitled to under employment law.

## **3) Report from our Treasurer about takeover by N.N. of all FFWPU payroll work from April, training by N.N. of regional and buildings bookkeepers in QB Online, manning of a future "Accounts Office" with two out of three of the old team retired.**

NO: The training of the regional and buildings bookkeepers will be done by Jenny after the audit is finished. She will observe them for about three months and then give them instructions of any changes she wishes them to make.

GS: If everything is listed in the correct way, the regional accountants can upload their accounts into QB Online very easily.

The Trustees formally thanked Tom for his continuing efforts.

**4) Chris Jones' proposal on a financial strategy for investment of liquid funds belonging to the Trust**

Discussion postponed until a future meeting

**5) Report (MH) on setting up and first convening of the National Council – and ultimately the Budgeting Committee. Next steps**

MH: Tim Read is the chair person of the Council of Communities and he held his first meeting in January at Cleeve House. It was very successful.

The National Council want to meet monthly.

The Budgeting Committee will be up and running soon. The Finance Committee will decide how much money the Budgeting Committee is to receive and the Budgeting Committee will decide how to allocate it.

Each department has to ask for its own budget without knowing how much other departments are asking for. There is a lack of overall vision.

NO: There could be a staff day when all staff members meet to discuss concerns.

**6) Latest developments (MH) regarding the Nicholls / mobile home issue and overall the future of Cleeve House from 2017 onwards**

EH: It is a priority to meet with the Zs to discuss the future of Cleeve House after they retire. We need to set up a group consisting of i.e. Jonathan Haines, EH, GS and a representative from the National Council.

GS: We could raise money against Cleeve House and renovate it to a high standard so that we can organise school trips and cultural events there.

CT: Our options for dealing with Cleeve House have been limited by the contract with the Zs. Members have a lot of emotional ties to Cleeve House and if it is used for outside purposes, the members should be reassured that they will not lose out and that other venues will be provided for their activities.

GS: The AGM would be a good time to announce the retirement of the Zs to the members.

We need to seek legal advice on how to deal with the Ns. MH should inform Carlo that we are seeking legal advice on this issue and will let them know the outcome. Then the Finance Committee and Simon Rosselli should take over.

**Action Point:** GS to meet with solicitors to get legal position with regard to the Ns.

**7) The current status of UPF UK (MH) – next steps for moving UPF out of FFWPU UK. Initial exploratory meeting of EH with David Earle**

EH: Six months ago we were told that the hold-up over UPF obtaining charitable status was the website. Is it still the website, or is it something else? David Earle should be asked to look into it. The Directors should meet to push the charity status forwards. We should leave Robin and Margaret out of it. They have enough to do organising the projects.

We need a list of all UPF activities which FFWPU will be funding. The list which Robin produced was inadequate. We need much more information.

Action Point: EH to organise a meeting with MH, EH, NO and David Earle to discuss a business plan.

**8) The future of the FFWPU trustee board**

Each member gave a short overview of the way they see the trustee board developing:

GLS: EH should not leave before the board has chosen either one or two new members and has become stable. We could take on at least one new female board member.

GS: Suggested that maybe RW could replace EH when he retires.

NO: There has been a very good handover from EH to NO as Treasurer. Another younger person would be good.

CT: Discussions are more rounded now than they were before the new members joined the board. The Finance Committee is working very well, dealing with the details so that the trustees can deal with the bigger issues. However, he does not see RW as chair due to his other obligations. Someone from the FC could be chair as they know the issues already and could fit straight into the job. Perhaps Simon Rosselli could come over to the trustees and Chris Jones could replace him as chair of the FC.

EH: The chair has to have a very good relationship with the National Director and be a mature person. Simon has done an excellent job and is best suited to chair the FC. Chris is also very busy with his business.

**Action Point:** EH to talk to Simon Rosselli about becoming Chair of the trustees.

**9) AOB**

Date for the next trustees meeting