

# Minutes of the Trustees Meeting 31<sup>st</sup> July 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 – sent his apologies. He joined us on Skype from Cleeve House.

- 1) Reading/passing of the minutes of the previous minutes

The minutes of the meeting of 10<sup>th</sup> January 2016 were passed

- 2) Report from our Treasurer on the latest measures being taken to prepare for the 2015 audit and other HQ financial management matters

**NO:** Spoke to Jenny. 2013 – 2014 accounts have been submitted. The 2015 accounts should have drafted by next week. The valuation of the properties needs to be done more precisely every three years. We need to ask a company to make a valuation. Jenny suggested Humbertons, but we need to get three quotations. This needs to be done within the next two weeks. We can also ask local estate agents.

**Action Point:** NO will email Steven Slater (auditor)

**RW:** Scotland did a detailed valuation of its properties last year, so this is available.

**NO:** Regarding the implementation of the new accounts system using *QuickBooks online*, Jenny reported that there is no uniformity in the way that the regions present their accounts; it will be difficult to get everyone using the system. Jenny will meet with NO in August and she will come to our next trustees meeting to discuss this.

**NO:** There were several applications for the job in the accounts office. EH has helped with the job description.

- 3) Report on the latest deliberations of the Steering Committee implementing the Restructuring Proposal including the work being done by Neil regarding an Investment Policy, Financial Procedures document, and the guidelines for the National Council budgetary process being developed with a few people in the FC

**NO:** met with MH, Tim Reed, Cecilie Fortune and GS in May. The Finance Committee should have some oversight over the procedures of the budgetary committee.

**GS:** Budgetary requests should be filed by each department. They should have to report back as to how the money was spent. The Finance Committee should check the final budget. There should be a separate budget for extraordinary events. This should not come from the operations budget. MH should be able to ask for more money if necessary.

**MH (skype):** The National Council should make proposals as to how to spend part of the money.

**CT:** The projects should be proposed first, then the money allocated. Not the other way round.

The Budget Committee should be thinking about longer term budget i.e. 5 years.

**NO:** Codified procedures are being put in place. Neil is preparing three documents on National Council's budgetary policy: an Investment Policy, Financial Procedures document, and the guidelines for the National Council budgetary process. These should be ready by the end of August

- 4) Latest developments regarding the Nicholls/mobile home issue and the overall future of Cleeve House from 2017 onwards

**EH:** Carlo and EH met with MH. The Zs are planning to retire. They are open to other options and we will get expert advice about what Cleeve House could be used for. Cleeve House Ltd could cease to exist when the Zs are no longer living there. However, some weddings are planned for next year, so the contract which ends at the end of December needs to be extended.

We need to find out what the Zs future plans are and where they are planning to live.

**EH:** A contract for the Nicholls' was drawn up, but not signed by them. They took exception to the wording which was advised by our solicitor. This is unfortunate as it would have been in their interest to sign it. We need a licence to rent out our land for the use of a mobile home. We have applied for one.

**Action Point:** We need to write to the Nicholls' saying that the trustees are disappointed that they did not sign the contract and are now considering other options.

**Action Point:** GS will speak to Simon Rosselli and Simon needs to speak to the solicitors

#### 5) The current status of UPF and moving of UPF out of FFWPU UK plus other UPF issues

Robin has produced a draft proposal for the next four years

**MH:** has proposed to allocate unused funds to finance an intern for six months for UPF. This will help to launch UPF. However, the FC finds the job description unsatisfactory as the intern needs measurable goals which are not defined.

**GS:** UPF needs to become independent as soon as possible and this seems to go in the opposite direction. NO agrees with this.

**MH:** It would free up Margaret Ali if there were an intern.

CARP will continue to receive £500 per month until the end of December.

**Action Point:** Meeting between MH, Robin Marsh and Keith Best to let them know that the current funding is going to be tapered over time.

#### 6) A report from Tom re. his discussions with archiving specialists

**Action Point:** MH to put out an appeal to members for film footage and photos of Reverend and Mrs Moon's visit to the UK in 2006

**RW:** We could develop a church museum

#### 7) Future of the trustee board

GS retired as a trustee. He was thanked by everybody for his hard work over the last seven years.

**Action Point:** There will be a call for applicants to replace GS. This can be entered in the Newsletter. CT will write the advert.

#### 8) AOB

Next trustees meeting 25<sup>th</sup> September 2016