

Minutes of the Trustees Meeting 25th September 2016

Present:

Eddie Hartley – EH – Chair

Colin Turfus – CT

Neil O'Neil – NO – Treasurer

Gillian Leonard-Schroder – GLS – Secretary

Matthew Huish – MH – National Director

Robert Williamson – RW sent his apologies

1. Final bye bye to Graham Simon – signing of resignation papers

In the absence of Graham Simon, who tendered his resignation at the last Trustees Meeting all who were present signed his resignation papers and wished him well.

2. Reading/passing of the previous minutes

The minutes of the last meeting were passed.

3. Meeting with Jenny Budgell – our accounting partner – re latest developments re the roll out of QB Online throughout FFWPU UK and the training which will be given and the 2015 audit

Jenny Budgell, our accountant, was introduced to the Trustees. She gave a summary of the situation of the audits. The 2014 audit has been finalised, the Scotland audit for 2015 is to be submitted this month and the British audit for 2015 should be ready by the end of October. The audit for 2016 should take place in March 2017.

Regarding the adoption of QB Online by the whole movement, Jenny stated that the standard of submissions by the various regions is variable and it will take longer than she thought to train the regional accountants. They would start using QB Online at the beginning of next year.

EH: Surplus money should not be allowed to just accumulate in regional bank accounts. It should be earning interest. Also, we are only covered up to £85,000 per bank account if a bank collapses, so we should not have more than that in any one bank account.

EH: Interviews have taken place for the accountancy job. Jasper Browning, Helena Stout and Joanna have applied.

The Trustees agreed that Helena Stout would be a good candidate with a three month probation period.

Action Point: EH will speak to Tom to make sure that the redundancy process is going through for Joanna.

4. 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 is preparing three documents on a *Reserves and Investment Policy*, a *Financial Procedures* document and *Guidelines for the National Council budgetary process*. Drafts of two of these documents were sent to the Trustees on 24/09/2016 for their comments.

NO: As we have £42 million worth of property, we should build up two reserve funds to protect it:

- 1) A sinking fund which is 0.5% of the value of the properties, as recommended by the Charity Commission. This fund will continue to be used to maintain the properties to be managed by Simon Rosselli. At present we have £70,000, but we should build this up;
- 2) A 'Liquid Fund' which we build up to hold 2 months worth of our annual operating costs; managed by Chris Jones.

A certain amount of money should also be invested into various ad hoc projects proposed by members throughout the UK to the amount of £20,000.

EH: MH needs to plan his projects for next year.

MH: By the end of October, the departments should have made their proposals. We might be better off separating the departments' budgets from new projects. There is also a desire on the part of the Council of Communities to make proposals for projects.

NO: Simon Rosselli wrote a letter to the departments last year asking them to submit their proposals for projects. GS was going to write the letter this year. However, as he is no longer here someone else who know the system needs to write the letter. Simon Rosselli should do this again.

EH: There is a problem with Julian Hoyte's caretaking of Lancaster Gate. He is not hitting his targets for renting out the rooms. Tom had a meeting with Julian to discuss this.

There was a fire in the Lancaster Gate building. We need a full report about it from Tom O'Connell. We also need to check how often our electric and gas appliances are tested.

5. Latest developments regarding the Nichols / mobile home issue and the overall future of Cleeve House from 2017 onwards

MH: Wants to exhaust all avenues for Nichols' to move out of their own accord. Cecilie Fortune wants to speak to them. They are very afraid of the situation. However, the relationship with the Zs has improved. The Zs definitely intend to retire and move out of Cleeve House. The Zs will give them notice that they are closing their company Cleeve House Ltd down. If they are no longer working for the Zs, they no longer need to be there. An advert has gone out to the membership inviting them to submit business plans. The Zs would have to give notice about the job and headquarters would have to give notice about the caravan.

Two options are that Miriam Z starts another company and increases the volume of business at Cleeve House or that the whole house is let out for about £3,500 a month. In either case, workshops should still be held there 2 -3 months of the year.

6. Applications to the Trustee board

So far, there have been two applications for the position of Trustee. Interviews will take place in the next couple of weeks.

7. The apple trees and the offer from roadnighttaylor

We agree to apple trees being planted to screen the solar panels.

8. Signing of document to expand capacity of the solar farm

Chris Frith will sign it

9. AOB

National Council Meeting 6th October and 3rd November

FC Budgeting – date to be set at National Council Meeting on 6th October.

Next Trustees Meeting 8th January 2017