

# Minutes of the trustees Meeting 8<sup>th</sup> January 2017

## Present

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

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

The minutes of the trustee meeting of 25<sup>th</sup> September 2016 were passed

### 2) Latest developments re the roll out of QB Online throughout FFWPU UK and the training which will be given, the new Accounts Administration Office and the 2016 audit. The successful meeting held by the NC to assign budgets at HQ for 2017. Agreement established on use of current and future spare funds including systematic build-up of appropriate reserves

**NO:** Spoke to Jenny on Wednesday 4<sup>th</sup> January. She is preparing a report of the accounts sent in by the regions over the last 2 months. NO will ask her what happened with her meeting with Joanna. Gift Aid will be sorted out. Nothing claimed yet in 2016. Jenny will attend the next Finance Committee Meeting. She will meet Helena. Reiko and Joanna are handing over to Helena. Jenny and Tom will monitor the induction of Helena. Jenny will draw up an assets register. NO is setting goals for building up reserves.

**EH:** Looks forward to being able to look up on QB to see how departments, regions and buildings are doing financially.

**EH:** We will get £1000 per month more from the Stanton Estate houses. However, the income from LG was not as high as it should have been. Hopefully this will increase. The £50,000 extra for the cable easement has not come in yet, so we paid £5,000 too much tithing but this will balance this out later. We want to build the operating reserve fund up to £70,000.

We may have to spend £70,000 on Cleeve House over the next months to bring it up to a better standard. Also, Livingstone House has problems with the tower. We can perhaps match-fund the money that Clive has in his property fund.

**NO:** We will review reserve funds annually

**MH:** We need to have something in writing as to what CARP, HARP etc should be doing so that when they make their budget proposals we can check that they are using their budgets appropriately. Some departments did not use the format that they were given to make their budget proposals.

**CT:** We should discuss whether to employ more staff in order to undertake more projects. The NC should discuss this.

**MH:** Tom will come up with a pay grade scale by October 2017.

**NO:** There will be a one-day workshop with Jenny on Quick Books for accountants perhaps in April.

**CT:** We need a forum to discuss which departments need to be expanded with manpower.

### 3) Latest developments regarding the Nicholls / mobile home issue and the overall progress being made re Cleeve House in 2017 and beyond

**EH:** Both FFWPU and Carlo and Barbara gave notice to John and Ginger. They were asked to remove their mobile home as they will no longer be employed either by the Zs or by FFWPU. They reacted by asking for their jobs back.

**CT:** We need to make sure that this situation does not happen again by putting a clause into the new contract that states that there can be no sub-letting.

### 4) Archiving – a proposal

There are two aspects which we need to consider:

- 1) Physical protection of the material, also what is subject to retention under curatorship (as relics) and what can be just scanned and then discarded
- 2) Access to the data

The National Council should decide what is kept and what not.

### 5) Our duty of care to our tenants at LG and our legal liabilities – Mr W at LG again

Tom has contacted Mr W's GP.

**Action Point:** Tom needs to write a letter to the GP.

The fire alarm is going off too often. Tom needs to check the fire drill procedure.

#### 6) Decision taking re the future of the trustee board

A vote was held on the applicants for the positions of trustees. Terry was appointed by 4 to 1 and Tim was appointed by 3 to 2.

**Action Point:** EH will contact David Coombs to draw up the paperwork.

#### 7) AOB

Next Trustees Meeting April 23<sup>rd</sup> 2017