

Minutes of the Trustees Meeting 23rd April 2017

Present

Eddie Hartley – EH - Chair
Colin Turfus - CT
Robert Williamson - RW
Neil O' Neill – NO - Treasurer
Gillian Leonard-Schroder - GLS – Secretary
Tim Read – TR – newly appointed
Terry Sweeney – TS – newly appointed
Matthew Huish – MH – National Director

1) Greeting the new trustees / signing trustee appointment docs

The two new trustees – Tim Read and Terry Sweeney were welcomed by the trustees present and they were invited to sign their appointment documents which were also signed by each of the trustees themselves. There was also a document signed which allows any two trustees to sign property agreement type documents and others on behalf of the trustee body (with full knowledge of the whole board). These documents are kept in a trustee file in the Accounts Office and are also used to report changes of trustees to the Land Registry.

2) Reading / passing of the previous minutes

The minutes of the trustees meeting of 8th January 2017 were passed.

3) 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. FFWPU Financial Policy and Procedures, obtaining essential financial data from QB Online for trustee meetings, etc. – NO

NO: Met with Jenny (QB) in February to finalise accounts for this year. Once the audit is complete, there will be a meeting with Neil, Jenny and Tom O'Connell. Jonathan Haines and NO have got access to QB. The next people to get it will be EH and Helena Stout. Then EH will be able to present the accounts and analyse the numbers. The trustees can then discuss the numbers.

Within the next month, accountants from the regions will receive QB training. It will be a combination of virtual training and live training. The live training will take place in London.

Simon Rosselli is organising valuations of the properties which are required every 3-5 years.

RW: There is one more valuation on Scottish properties to be carried out.

EH: Two years' worth of structural work is needed - some fire regulation issues at LG.

EH: The lease on Cleeve House will be to Miriam Z only and it will be for 6 years. Terry Linden-Fermor will still do some work for Cleeve House through the Finance Committee.

Action Point: EH will write to Miriam letting her know that we agree to the lease. Miriam is living there at the moment and Carlo and Barbara are dropping in, but there is no caretaker there at the moment. Miriam has to step in as interim property manager. Everything will go through FFWPU until the new lease is signed.

Action Point: EH will inform the council of the change of use.

The occupancy level of LG flats fell since Julian has been looking after them. Simon Rosselli needs to monitor what Julian is doing. We are losing about £3,000 a month in lost rent. We need an overall property manager (Finance and Business Manager).

Action Point: EH to speak to Simon Rosselli. Simon is setting up a meeting with Julian next Wednesday.

4) Latest developments regarding the Nicholls / mobile home issue as well as the overall progress being made re Cleeve House in 2017 and beyond – MH/EH

MH: There have been some positive developments regarding the Nichols. They both now have jobs and they can apply for a house from the council.

Tom O'Connell acknowledged that their redundancy was not done in an ideal fashion.

Action Point: MH will speak to them again to clarify everything.

5) Archiving/curatorship – the proposal – MH

MH: We need to distinguish between documents that can be scanned and the hard copy thrown away and those that need to be kept in hard copy form.

- 6) Charity Commission response to the UPF letter (still waiting) – changing the “UPF-type” objects we declare in our 2016 Annual Report. Trustees to meet with some UPF directors re future relationship – EH

EH: Keith Best wrote a reply to the Charity Commission and we are waiting until they come back to us. We need to check our objects to see which ones are UPF objects. Some FFWPU trustees need to meet with Keith Best to work out how FFWPU and UPF will work together after the UPF company becomes a charity – the grant FFWPU will offer to UPF, how long UPF plans to take to become financially independent of FFWPU, a formal arrangement between the two charities regarding use (or not) by the UPF charity of the room the company UPF currently uses, and many other things!.

We need to look at the UPF project list to see which ones fit in with our objects.

Action Point: MH to obtain a copy of their project list.

Action point: TR and EH to meet with UPF directors to discuss all of the matters listed above and more.

- 7) Miscellaneous subjects such as:

- specialisation within the trustee body

TR wants to have a grip on the way the movement is changing.

TS brings some legal knowledge to the table.

RW will step down at the end of the year. He will be working in Zambia as well as South Africa from now on. We need to find someone to cover human resources.

Pastors' salaries should be standardised. MH will report on appraisals of pastors at our next meeting.

MH needs a small board of people to take over some of the administrative responsibilities of FFWPU as he is overstretched.

- critical review of trustee Board operations

Not covered this time.

- support for the HR department

We need an HR officer.

8) AOB

Next Trustees Meeting 02/07/2017