

# Minutes of the Trustees Meeting 2<sup>nd</sup> July 2017

## Present

Eddie Hartley – EH – Chair and Treasurer  
Colin Turfus - CT  
Gillian Leonard-Schroder – Secretary - GLS  
Tim Read – TR  
Terry Sweeney – TS

Apology from Robert Williamson – RW

### **1) Signing of Neil O'Neill's resignation document and possibly a 'Transfer of a portfolio of properties'.**

Neil O'Neil's resignation document was signed by all trustees present.

### **2) Reading / passing of the previous minutes incl.:**

- **Nicholls / mobile home issue sorted.**
- **LG rentals income improving but some way to go**
- **Other main points from the previous meeting are individual points on this agenda**

The minutes of the meeting of 23<sup>rd</sup> April were passed.

EH is replacing Neil O'Neill as Treasurer.

Re Pt 3: No meeting was held with Tom yet

Jonathan Haines won't be producing management accounts just yet – the data from NN has to improve first

Training of local accountants has been postponed

Re archiving: Waiting for relics list from Tom

The occupancy of LG was 91% in 2016, not as previously stated. However, Julian needs to keep occupancy and incomes levels up and keep rents at market levels, raising them when possible appropriately.

- 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. – EH**  
**Need for a new Treasurer who will take time to train. Possible need for a Financial and Business Director who would handle what EH and Neil previously did (and EH now does again), as well as other duties – possibly part time. Getting monies released by the FC.**

EH looked at the QB Online reporting for Bromley as an example. They are missing the interdepartmental transfers.

**Action Point:** EH will go down to Chippenham to discuss many points with Jenny.

We need to employ a Finance and Business Director as Neil O'Neill has gone and EH has taken up the Treasurer responsibilities for the trustees again which is currently the work of a paid employee not an unpaid volunteer. The FC does not like the fact that EH is on the FC and also the Treasurer for the Trustees. EH will resign from the Finance Committee and only attend the FC meetings representing the Trustees. We also need a new trustee who can be the Treasurer for the trustees.

EH: There is enough money to employ a Finance and Business Director and a Human Resources Director. Maybe about £30,000 p.a. needed for a Finance and Business Director.

Not all valuations have been carried out yet for the audit.

We need a professional project manager for all of our properties. The project manager can then educate our staff.

- 4) While on new employee matters – the need for an at least part-time employed professional HR person or another solution to support Tom's HR work. Getting monies released by the FC.**

We need to hire an HR professional.

**Action Point:** EH will look for an HR job spec on the internet and discuss with Tom.

### **5) The Cleeve House Ltd lease**

The caravan has been sold and removed.

Bates Wells created a very complicated contract. We do not want that. We want something shorter. This is an FC matter. We will get Bates Wells to finish the process asap with as short a contract as possible

**6) The latest proposed FFWPU organisation chart for trustee approval – TR**

We need an overall strategy to make the communities more effective.

TR will attend National Council Meetings.

TR is working on an organisation chart.

**7) Incorporating the trustees so that we do not have to register a transfer of the properties (and pay the registration fee) every time a trustee is appointed or retires.**

David Coombs will draw up a document. We need to know who would be liable.

**8) The UPF response to the Charity Commission's – the "UPF-type" objects we declare in our annual trust report. Trustees to meet with some UPF directors re the future relationship – EH.**

In April Robin wrote a reply to the Charity Commission. However, we did not receive a copy.

**CT:** The money from UPF should be used for FFWPU for projects involving young people. UPF could be the winner of the competition but then FFWPU should only sponsor the projects we want done.

**9) Trustees to ask the NC and CoC to decide on a strategic plan: should use the brainstorming proposals from local and CoC meetings, and pull out viable options – TR**

See point 6

**10) Finding new trustees**

EH will proceed to send out an invitation for people to apply to be a trustee, We are currently are looking for 1 or 2 new people.

Next Trustees meeting 24<sup>th</sup> September