

# Minutes of the Trustees Meeting 1<sup>st</sup> October 2017

Present:

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

## **1) Signing of some corrective “transfers of a portfolio of properties” and signing of retirement document for Robert Williamson – RW**

Documents were signed by all trustees.

## **2) Reading / passing of the previous minutes**

The minutes of the meeting of 2<sup>nd</sup> July 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 – a better property valuations system in 2018, etc. Need for two new Treasurers who will take time to train. Possible need for a Finance Director – possibly part-time. Getting monies released by the FC.**

**EH:** The audit for 2016 is complete. EH will receive audited accounts on Monday. The auditors will send a Management letter. They have 29 points on it. This is very many.

Training will soon take place for the regional accountants on QB Online.

We need to know where the tenants' deposits are kept. There are stricter rules now as to how to keep these.

We need a clear list of payments of rent, not just the amounts which should be paid as Julian was giving us.

We need a Director of Finance who would be responsible for managing Helena and Julian and making sure that rents are paid. He/she would also be responsible for managing the relationship with Jenny from Natural Numbers. This will be especially necessary when we no longer have EH as our Treasurer.

Income is too low and outgoings too high at HQ.

**CT:** If Livingstone House is making £7,000 a month, why are they asking us for money to fix the roof. They should be spending the money they earn on their own repairs. Also, they should not be keeping any excess money themselves; this belongs to the charity as a whole. We need to develop a policy on what happens to excess revenue generated by LH. We need to get detailed accounts from LH.

**4) Head hunting new trustees including a young potential Treasurer alongside Terry; chairing trustee meetings from January 2018**

We are going to interview Andy Johnson and Joanna Hartl for the trustee vacancies. TS is the apprentice treasurer being trained by EH.

TR will take over the Chair from EH in January and EH will work with TS to train him as the next Treasurer.

**5) The part-time employed professional HR person – an NC**

A job description has been created for an HR director at £700 p.c.m.

**6) The Cleeve House Ltd lease – final stages / consequences**

We need to find a balance between us making money and M being protected. Let's invite Terry Lyndon Myer to come and speak about Cleeve House.

**CT:** Should we think about the possibility of spending a large sum of money such as £1 million on Cleeve House and renting it out on the open market?

**EH:** The problem would be that we wouldn't be able to have access to it in the summer for workshops.

**7) The latest proposed FFWPU organisation chart for trustee approval; the final version of the changes to the Governance document so that the trustees can approve/disapprove – TR**

Approved

**8) 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**

The incorporation document was signed by all trustees.

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

**EH:** Keith Best and other directors of UPF are not thinking ahead. When they become a separate charity, they will have to pay for their office space in LG. The NC will decide whether to give them a grant or not.

**TR:** We have to make sure that the projects which they are using our money for are in line with our objectives.

**10) Trustees to ask the NC and CoC to decide on a strategic view / the absolute need for a strategic plan for the UK for 2018, including use of substantial sums of money**

Overall costs less than expected as tithing not sent to the European Office.

**11) AOB**

Goodbye to CT who is retiring

Goodbye to EH as Chair, he remains as Treasurer and will be training up TS to replace him as Treasurer when he retires..

Next Trustees meeting t. b. a.