

Minutes of the Trustees Meeting 11/03/2018

Present

Timothy Read – TR – Chair
Eddie Hartley – EH – Treasurer
Gillian Leonard-Schroder – GLS – Secretary
Terry Sweeney – TS
Joanna Hartl – JH
Andy Johnson – AJ
Matthew Huish – MH – National Director

1. Ratification of the Minutes of the meeting of 21/01/2018

The minutes were ratified

Action Point: TR to ask Ajay if he knows anyone who can take the minutes in future so that GLS can participate more in the discussions.

2. Corporate charity status for FFWPU. (AJ)

AJ: Being a company is more work but we would have more freedom. A charitable company Limited by Guarantee would protect the trustees more.

EH: This would involve a long process with the Charity Commission. We have Trustee Indemnity Liability Insurance.

Action point: AJ to look at the pros and cons and the costs involved.

Action Point: EH to check the costs involved.

3. Increasing our rental portfolio and scope. (AJ)

AJ: We should include properties as part of the payment from Persimmon Homes in the sale of our land.

We should also raise mortgages on the properties which we already own to buy more buy-to-let or HMO properties.

This should be handled by the FC.

EH: HQ needs more money coming in.

Action Point: TR to email Simon to look into raising finance to buy more properties.

TS is considering applying to be on the FC.

Persimmon Homes has experience in building, whereas the other two companies have no experience.

Action Point: AJ to help Chris Frith to look into finding other possible companies who might be interested in buying the land. We anyway can't complete in one month.

TR: We need to make a case to Mike Balcomb.

TS: Should we not also consider the opinions of Mr & Mrs Masters, who donated the property to the Charity and have now retired in the village?

JH: We could make an Excel chart with tick boxes to see which company fulfils our needs.

AJ: We should not waste time as Wiltshire Council will only grant a limited number of planning consents for building projects.

Action Point: TR will ask the FC to look for other prospective companies which might be interested in the 5-acre plot. AJ can be involved in discussing leveraging our properties to buy other properties.

4. Objects in our Annual Report

MH: The National Council looked at this on Thursday, but we are still waiting for UPF to put forward their objects.

We need to review the objects before the annual report is written. It is a good opportunity to change the objects.

EH: We need to decide how much grant to give them .

Action Point: TR to talk to Robin and get the UPF objects and send them to MH.

MH: the National Council will look at revising our objects.

5. Report on General Data Protection Regulations; Who should implement them? (TR)

TR prepared a Key Changes document on the new General Data Protection Regulation which will come into effect in May. People will have to opt in rather than opting out to allow their data to be shared. They can ask for their data to be deleted. Data breaches have to be reported within 72 hours of the breach. Fines of up to £50,000 can be incurred for mistakes. The Church of England has produced forms

for this which we can use. We need to do a Data Protection Impact Assessment and we need to appoint someone to take care of this area.

Tom wants to create a new data management system.

Action Point: TR to meet with Tom to see what they can work out.

6. Employment status for staff (AJ)

TS: Sylvia has been looking at the staffing situation. We could change the status of the staff to make them self-employed. They would have to do their own tax returns and pay their own national insurance contributions. We could be more creative, i.e. bonus schemes for good performance. They can be more closely monitored if they are on a contract. This could apply to pastors as well. We only need three employees. The national director, a manager for providential affairs and a manager for our commercial operations. Everyone else can be contractual.

JH: Some people don't want to do their own tax returns.

AJ: We could give them support with this.

TR: The National Council should discuss this.

EH: Terry could do appraisals for Julian and Tom could sign it off.

MH: We need a part-time person to deal with HR after Sylvia.

Action Point: MH to talk to Tom. He should offer Sylvia a three month contract. EH will help people with tax returns.

7. Energy performance certification (EPC ratings) (AJ)

AJ: The property managers should make sure that these have been done.

Action Point: AJ to ask Julian about Wontner Road and Robert Williamson about Scotland and David Earle about Birmingham.

8. Cleeve House: business rates, responsible person (TR)

TR: Garry is looking after Cleeve House from an FC point of view.

9. Finance Committee Future (TR)

TR rang Simon. They are interviewing four candidates for the FC.

EH: We want to continue with the FC and we are confident that they will do better once they have a couple of new members.

Action Point: TR to write to FC to that effect

10. Management accounts - do we want a workshop, who should produce them (EH)

EH: No. TS should meet with EH

11. Formalising the trustees' operating procedures (for the governance document)

The National Council is writing a report about how the C of C works.

Action Point: TR to create a formal document on how many trustees there should be, how we vote, resignations, removals, no confidence etc.

12. Future staff employment prospects (TR)

TR: We need a step-by-step process of change.

The Barrett Values Centre has a system of measuring the values of employers of a company or an organisation. TR is building up a certain vision which involves more part-time work.

JH: We don't have a business model. The transition between full-time volunteers and part-time paid employees has not been managed well.

TR: If we had a strong CEO on the operations side, this would improve things.

13. Deeds of appointment and retirement (TR)

Deeds of appointment and retirement were signed by all trustees.

14. Report on the Treasurer's current work (EH)

EH: Working with Jenny (NN) to find a new auditor. The accounts need to be in by the end of October. The trustees subsequently reviewed and then voted on three

quotations made by potential new auditors and decided to work with Moore Stephens.

We have about £650,000 present in various bank accounts throughout the charity. Chris Jones is offering a way of investing some of it and EH is liaising with regions and others to determine how ones with bigger reserves intend to use those reserves, including possibly investing into the scheme Chris is proposing.

Checking that Natural Numbers receives the accounts from all FFWPU cost centres on-time so that they can produce up-to-date accounts in QB Online. The training of the bookkeepers by NN starting with the West Country.

We need to find a cost effective way of doing valuations of the properties for auditing purposes which involves a full fair value valuation every 5 years and then a desk-top valuation in intervening years using suitable indices.

15. A.O.B

David Coombs has suggested that the trustees be incorporated into one body.

TR: We need to agree on the different roles that the trustees are involved in. We need to work as a team.

Action Point: TR to advertise again for a 7th trustee as a trainee Treasurer.

Next meeting 06/05/2018