

Minutes of the Trustees Meeting 17/06/2018

Participants

Tim Read (TR) – Chair
Eddie Hartley (EH) – Treasurer
Gillian Schroder (GS) – Secretary
Joanna Hartl (JH)
Andy Johnson (AJ)
Matthew Huish (MH) – National Director

Declaration of Interests

Nobody had any interests to declare

1. Ratify the previous minutes

The minutes of the meeting of 06/05/2018 were adopted by email. Chris will not be able to take the minutes, so GS will continue to do so for the moment.

2. Remuneration policy (EH)

EH: We are paying about 61% of what other charities pay.

MH asked that the trustees should set the wages and the NC should only decide on the operating costs.

EH: The FC should create a certain pay scale and over the next 10 years bring everyone up to the outside level – 10% per year.

MH would like to see some HQ subsidy for pastors as some are being paid very little.

MH: Maybe several possible models could be presented to the FC.

3. FFWPU structure. (TR)

TS made a chart which he sent to everybody

EH: There has been a lack of training for certain roles. However, there are a lot of good courses on LinkedIn Learning which cost very little.

TR: The business manager is a priority. We will probably need £45,000 per year to get an outside person.

AJ: The recruitment company Reeds could probably give us some advice about the job description.

Action Point: SR must find this person as soon as possible.

Action Point: AJ to look at the job description

4. Role of treasurer (management accounts > FC?) (TR)

Action Point: TR to ask SR to find out if Anthony Okotcha could take on the role of the treasurer of the trustees and EH could train him to create the management accounts.

5. Property manager (AJ)

Action Point: SR to find the Business Manager as soon as possible as discussed above.

6. Future of LG (MH)

Before speaking to our architect Philip Brouard, we need to decide if his plans are what we want to do.

Action Point: SR to work on the plans and decide what we want to do at LG and LH.

AJ: LH is under-utilised.

MH: We need to discuss these two properties in detail. Mike Balcomb (Regional Director) wants to have a better environment at LG. We might be able to use the funds which are coming from Korea for this.

GS: Better furniture rather than expensive decorating would improve LG.

7. Future of LH (MH)

MH: The NC met about 10 days ago to discuss LH. It is not fulfilling its purpose. They don't rule out the possibility of selling it.

EH: There is a plan to spend £73,000 on LH this year PB is project managing it.

TR: It would be a pity to sell it as we don't have any other building which can take a large number of people as CH is too far and too cold.

AJ: We could buy properties that are more suited to our needs.

TR: We could ask an expert what the possibilities are with LH

Action Point: MH to speak to SR about this.

8. Mr Goodheart's proposal at the farm (TR)

Mr Goodheart wants to buy a small amount of land at the farm and have the right of way through part of our land.

AJ: Would we have to maintain the path?

Action Point: The FC should let us know how the money would be spent on other property.

AJ is in contact with the Director of Hannick Homes.

Action Point: AJ to meet with him and CF for exploratory talks.

9. Change of legal structure with a 'working party' (TR)

Action Point: JH to look into this and AJ can help with this.

Action Point: TR to speak to EH about it.

9a Incorporating the trustees (TR)

Incorporating the trustees has the advantage that it gives us the right to sue and be sued as a corporate body, as well as entering into contracts as one entity.

This was voted on and accepted.

10. Safeguarding follow up (TR)

TR sent us a document from the Charity Commission - update on the work of its interim safeguarding taskforce.

JH to look into this issue.

11. Barbara's letter of complaint (TS)

AJ: We need to apologise for asking Keiko to come to London for a meeting without explaining to her what it was about.

Action Point: TR to write a letter to Barbara and Keiko apologising for this and assuring Keiko that there is nothing on her record.

JH is now dealing with this situation and is meeting with Keiko and CF.

12. Golden goodbye for Susan

EH: We will ask Sylvia for advice on voluntary severance and how much we should pay her.

13. Annual Report of FFWPU 2017 (GS)

GS was thanked for preparing the Annual Report 2017

14. Treasurer's report (audit progress, figures) (EH)

EH had a good meeting with Mark Powell from the auditors and with Jenny from NN.

EH presented us with the figures for 2017.

Action Point: We need to write a letter about how the Korean money was spent.

We have received a valuation quote for all the properties for 2017 of £1,600.

AJ asked to receive the valuation sheet for 2014 – 2015.

Moore Alan needs to do a land update.

Keiko will do the valuation for the cottages. If this is not accepted, we will have to get it done professionally.

Action Point: Risk Register to be updated.

Action Point: TR will send the trustee minutes.

Action Point: MH to discuss the Financial Procedures policy document, the Reserves Policy document and the Ad Hoc policy at the FC meeting.

We have to discuss what to do about the money sitting in the bank accounts of the regions.

The audit is going well, the normal questions are being asked.

15. AOB

- **Cyber security**

How is your data kept?

- **Resignation of TS**

Action Point: TR to ask David Coombs to prepare a Deed of Resignation.

- **Adverse possession**

AJ: We should check all of our properties regularly for adverse possession ie at CH where they park on our lawn.

16. Date of next meeting

12/08/2018