

Minutes of the Trustees Meeting 12/08/2018

Present

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

Prayer/Words of Inspiration (MH)

1. Declaration of Interests

Nobody had any interests to declare.

2. Ratify the last minutes

The minutes were ratified from the last meeting of 17/06/2018

3. Set up a fortnightly zoom call (JH)

Discussion about necessity: Conclusion was :
TR: Only once every three weeks if necessary

5. Safeguarding (JH)

JH: Had a meeting with Tom O'Connell who has identified a few people who still need a DBS check made. Tom would like to organise a 1 day in-house training to prevent any accusations of abuse being made. In house training would cost about £200-£500 and EH and MH will organise how the budget will be allocated. Tom has a good system of files for Safeguarding. He has a good system in place. All agreed that Tom should go ahead and organise training.

6. Working group to find a business manager

TR: There is a working party do we know who is on it exactly?

AJ: Yes there is a working group. **AJ + SR + TS +?**

(**SR**=Simon Roselli; **TS**=Terry Sweeney)

TR: Will check with SR who is on the working group.

AJ: Simon Roselli was going to pass on to Simon Cooper the Job Description which Andy has compiled. **SC** was then going to go through it and make suggestions.

EH: Sylvia could be an interim business manager for LG: For managing Julian, Grant and Valdek. It is actually **SR**'s job to find that person.

JH: Managing people and managing things might be too much for one person?

Action point: TR to follow up with Simon Roselli about who is on the working party.

Action point: EH to follow up with Simon Roselli about Sylvia.

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7. LH working group – Any Progress?

TR: People on working party are Simon Roselli, Terry Sweeney, William Haines, Philip Brouard, Matthew Huish, Clive Pollitt and Andy Johnson. (**SR, TS, WH, PB, MH, CP & AJ**).

MH: James Claxton is interested to join.

AJ: Simon Roselli is chairing it, no meetings yet as SR has been away.

8. Solar Farm

AJ: We want to keep the area next to the Won Jon burial ground..

TR: Showed detailed maps of areas to be used as Solar Farm. Also which areas the property developers are interested in. Maps highlighted in different colours sent by Chris Frith

TR: It is OK for us to develop the Solar Farm as leased land. If we decide to sell land to developers we need to speak to Mike Balcomb (MB).

JH: What happens to the farmers who are already leasing the land from us? Where do they go & what do they do? Can we just claim the land back from them? They have a lease in place.

EH: There is an annual relinquishment clause of 20% of the total land that we can reclaim back from the farmer currently using it.

TR: Vote on solar farm taken: - all trustees voted unanimously in favour of solar farm

Action Point: **TR:** to check with **SR** about farmer Benson who has rented a lot of the land which the solar farm would use.

9. Hannick's Proposal

AJ: We should develop our portfolio, and choose a land developer to do this. Hannick are like an agent to push through development with a reputable company.

To lose this land would be a big wrench, and we need to know what we do with the revenue coming in.

EH: If we could show a way of using the money then everyone would be happy including International HQ. **JH:** Could we develop it ourselves?

AJ: We need to know what we are going to do with the money.

EH: Can we have some houses for ourselves?

AJ: Hannick have a timeline to work towards. We need to do a draft plan this year end 2018 to have ready by beginning of next year 2019.

They indicate submission of draft plan, and having permission to do this by beginning of 2019

EH: We need a working group.

It's the FC's job. CJ (Chris Jones) is not very active, which leaves **SR, TS** and **GR** (Gary Raccuja).

TR: We need to ask SR to create a working group

AJ: Sounds like FC needs more members

EH: Trustees need to make sure they, FC, are doing their job.

JH: We are expecting too much from them. Their remit is to look after monies to the value of £50,000 and we're talking about millions.

EH: We need a team with at least 2 trustees on it.

AJ: volunteered to be on working party. EH should be on it too.

EH: Happy to be on working party

AJ: We need to make a plan about what we're going to do, to show the benefits not the losses.

JH: Who's going to be on the working party?

AJ: Would like to have Chris Frith, he knows a lot. **EH & JH.** Agreed.

Action Point TR: Will talk to Simon Roselli and SR should set up a working party for this task.

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10. Corporate Charity Status for FFWPU

TR: Changing the way we run from being a charity to Company Ltd by guarantee

EH: We should do it at the end of the financial year. We should hit the ground running at beginning of 2019, 1st January. We need to go to BWB or another company. We need to find out what is involved.

JH: We need to close all the bank accounts and make new ones.

EH: We can review the objects of the charity at that time, at least put the name family in it.

MH: Wanted to know pros and cons of this change to Ltd Company.

EH: Explained the liability the trustees have for everything at present which would become limited if we changed to a Company Ltd by guarantee.

JH: Scotland has different charity laws- are the properties under these?

EH: Not really they are under FFWPU England

AJ: How long will it take?

EH: I could go ahead with the legal process but I can't change the constitution to a new one, TR would need to do that.

TR: I don't mind doing this with some people with clear minds.

MH: Can we change the name to Cheon Il Guk Foundation for example?

EH: We called it FFWPU because in 1998 worldwide everything was changed.

MH: There are a few people, (mainly Margaret Ali from UPF), who are on a Cheon Il Guk Council from all 5 bodies UPF, FFWPU, WAIT, WFWP, IRFF.

EH: All bodies are separate entities.

TR: We need to show that we are using the buildings for the original purpose they were intended for, and that if we give them money the purpose of this is used for what is in line with FFWPU objects.

AJ: So are we keeping the name of FFWPU?

EH: Yes, and if we give money to other bodies they have to be carrying out our goals.

EH: I will talk to auditors in particular Mark Powell the new auditor and then BWB.

TR: Who will be on the working group for the governing document?

MH: Volunteered his own services to be on the new working party.

AJ: Need clear minded people.

MH: NC members?

TR: Do we all agree? All trustees were in agreement to change from being a charity to Company Ltd by guarantee.

Action Point: EH: Will talk to Mark the new auditor and then BWB. 3 month time frame possible.

Action Point: TR: Will create working group to draw up the new governing document.

11. NC - Salary scale for people working for FFWPU?

EH: Sylvia will work on this salary scale proposal after the AGF

FC gives the budget of circa £320,000 to the NC every year

NC should award each National FFWPU's Departments' running costs.

Trustees should ultimately decide before November the final salary scale.

Figures have been sent out. We are working towards the actualisation.

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12. Self-Employment of Staff

JH: It will be illegal to make all staff self-employed.

EH: Any self-employed person cannot have a self-employment with one employer for more than 12 months.

TR: We have to do the best for our staff.

EH: Sylvia will look into it.

JH: If anyone wants to be self-employed it's ok if they have more than one employer. If we are restructuring and changing our status, then we need to get it right and buy in professional help from an HR company first, and get a lawyer to check the contract as employment law changes rapidly. Not all employees have contracts. People have had terms of employment sent out recently.

TR: When we get a draft employment contract we should get it ratified by a lawyer.

Action Point: TR: to follow up with Sylvia, and make sure everyone has a contract of employment.

13. Incorporation of the trustees (TR)

TR: Instead of individuals having to sign documents, the trustees could sign as a whole.

Action Point: TR: to talk to EH later about this.

14. Letter from Gary Raccuja (GR).

GR Would like to set up a fund to support young people to go to w/s who cannot afford to go. Patrick Hanna would administer it, could we use a FFWPU bank account and claim Gift Aid.

AJ: This is for ESGD w/s not UK HARP. Can we use the fund for UK Harp? ESGD should not take precedence over UK Harp.

EH: Regions should support the individuals.

Regions could receive support back from HQ

AJ: Harp or Carp could receive the money from HQ

MH: Asked Gary if it would it be for UK or ESGD, 1st Gen or 2nd Gen, Any Nationality? Gary said mainly for ESGD.

EH: Education Outreach fund still exists with £7,750 in it.

JH: Could this fund be used for young people. T

MH: This money has been transferred to the Local Initiatives Fund

TR: Conclusion: We would rather not be involved as this will be on ESGD level, but we are happy for him to go ahead separately. It has inspired us to use some of our funds to distribute to HARP and CARP.

Action Point: TR: will write to **GR** and let **GR** know our conclusion.

Break in Meeting

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15. Treasurer's Report

EH: Audit has gone extremely well. Valuations were done according to a system. Altogether 9 different things Auditors will do their field work at the end of the month of August. They have their own deadline of end of September, no big problems. Has been in touch with Jenny from NN and auditors. No problems. Has sent out figures recently. We are in plus, but not enough plus.

Treasurer's position: Trying to define the role he does as a Treasurer as opposed to what he does as Finance Manager. Do we need to train a bookkeeper? Can Debbie from Natural Numbers do the job of inputting figures herself instead of checking what she receives from us? Some clarification needed there with NN.

If a potential Treasurer were to come along tomorrow then....has been making checklists about the role of Treasurer is what he is now compiling. Including Reserves and Investments Policy. Ad Hoc Fund. Policy and Procedures. Valuation procedures. Salary scales. Working with Banks etc. Doing end of year returns. Difficult to separate out the job of Finance Manager from Treasurer. Treasurer should oversee everything. Work together with Finance Manager closely. EH making a list of distinct jobs. Treasurer must be a Trustee.

TR: Has been talking to Huey Fisher from South London Community. She is willing to become a Treasurer.

Are all in agreement with this idea. All trustees were in agreement with this idea.

We need to also find a Finance Officer.

MH: Who is their line manager?

EH: You, MH.

MH: Can Business Manager be the line manager of the Finance Manager

EH & AJ: Not a good idea they should work together as colleagues.

AJ: They both need a line a line manager.

GLS: If these 2 people were outside people there is a strong possibility of embezzlement.

EH: If I train Huey my role as Trustee could end. I could train her in 3 months

TR: You should be part of the FC as Finance Manager then.

EH: Yes I should be.

16. AOB (Any Other Business)

I. Trustees and FC Member Recruitment:

MH: We need to recruit new members to the FC and also to Trustees.

We've advertised Treasurer position a lot.

TR: New young people should come to the trustee meetings and see if they can offer to help in a specific area and be observers at the meetings.

AJ: Just get them to come along and observe a meeting but must sign a confidentiality agreement

MH: My brother would be really inspired if he were to come along for example. Really good idea.

AJ: Would like to talk to people at AGF

EH: One to one talks would be best.

AJ: Can we have Trustee Badges made up "I'm a Trustee-talk to me" etc

JH: T shirts?

JH: We should send out a regular email in the FFWPU magazine requesting new Trustees and FC members.

MH: We need an annual report can we ask SR for one?

EH: We can ask him tonight.

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II. Cleeve House:

MH: I was talking to MZ from CH on 26th July 2018 and her business is floundering and one of her staff has quit.

EH: Her break-even point is very high. £168K p.a.

MH: W/S was cancelled MZ didn't get her deposit. Summer has been a disaster.

TR: June Darby sent a letter saying rent was too high. AJ agreed.

EH: said we have to prove that whoever we let the property to we have to prove that we can't get any higher rent. We wouldn't be doing due diligence. £3K is the right amount.

AJ: £2K would be better

EH: We could get SR to go to Moore Allen and ask them to give their stamp of approval to that.

AJ: We don't want to lose Miriam

TR: Carlo & Barbara took it on; no one else would do that.

TR: What are we going to do?

AJ: a) Can we get Moore Allen to write a paper saying £2K is legitimate.

b) If we can do that, are we able to survive with an income of just £2K

EH: Yes we can

TR: We need to get this sorted.

III. Church Desk Membership Data Base Issues:

MH: Looking for elegant solutions for a streamlined service. Selina researched various companies. Price tag £10K for 3 years. They help churches manage themselves and grow through publicity for events, they can get staff for events. Calendar based system. Training provided for the system.

EH: £10 for HQ and £4K for regions.

MH: Not necessary for regions they can plug in to HQ system

Selina's getting 2 more quotes

AJ: Can we get feedback from other people who have used them?

JH: Where does the funding come from?

EH: Operational fund.

IV. Line management:

a) Who is who's line manager?

JH: Tom and Sylvia wanted an organisation chart with line managers put into slots which are currently empty.

TR: Will give chart to Tom.

JH: Tom has offered to tweak the chart.

b) Who is legally allowed to line manage?

JH: To resolve through research the question "Are volunteers and / or trustees legally allowed to be line managers of employees?" Free consultation with HR Company Roots. Call booked coming Monday morning free consultation.

c) Overall Capability / Capacity of Business/ Property Manager

JH: Very suspicious of whether a business / property manager can manage all the properties and all the people who are running them.

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V. Finance for Road to Won Jeon:

JH: Meeting with Keiko about financing the road up the side of the Won Jeon. Estimated £19K costs. She has £17K in Won Jeon fund on paper and has transferred it all to FFWPU. Did not keep separate bank account of finances only record on paper. She wants to use the annual contingency fund for the properties to use this for building the road, and replenish fund gradually.

Action Point: TR: Can EH talk to Simon Roselli about this?

VI. FC Minutes:

JH: FC minutes still missing, we don't have regular minutes fed back to us. It's very sporadic if at all.

Action Point: TR: I will look into this.

VII. Kitchen Usage by people who are inexperienced / unqualified cooks or chefs:

JH: Cooking Experience / Qualifications: really needed for all volunteer cooks. Cooks who have been trained as a professional cook/ chef in the past: - should train other non-qualified staff and volunteers in the kitchen. (If possible- all volunteer cooks should enrol on NVQ level 2 catering course qualification - ideally). Level 2 Qualification needed for chefs; or equivalent level of experience in previous professional work experience. Also ideally a Food Hygiene Certificate needed by volunteer cooks. This is a one day course.

Action Point: TR: I will notify the workshop centres and pastors

JH: I have two more points.

EH & TR: Have to do those later.

Ben Denton arrived

End of Meeting