

# Minutes of the Trustees Meeting 03/02/2019

## **Present**

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

### **01. Prayer (MH)**

MH opened the meeting with a prayer

### **02. Declaration of any interests**

Nobody had any interests to declare

### **03. Ratification of the previous minutes**

The minutes of the meeting on 18.11.18 were ratified.

### **04. AOB points for the end of the meeting**

**AJ:** Is there anything about Rathbones in the agenda? I need just a few minutes.

**AJ:**UPF funding

**MH:**Governance document for National Director elections.

### **05. National Director Report**

**MH:** We had our CoC last weekend, with a new Chair – Chris Le Bas with Bernard Chellew as Vice Chair. The National council had a budget meeting in December. We had expectations that that fund from Korea would be stable, which was not the case although the instalment did come through in the end.

**EH:** I didn't see it yet. Ulrike has been away and hasn't seen it either.

**MH:** The fund is used to boost some activities. The HARP workshop in LH was very successful. However, the staff would rather hold the workshops at CH.

CheonPyong staff will be here maybe 15/16<sup>th</sup> June to prepare for their workshop. We had to find a suitable venue. The Greenford Hall is very suitable. We are not going to announce it yet. We can let members know there is an event in Paris prior to that.

8 of the 10 communities performed election for their local pastors. It has been 4 years since the governance document was created. In some communities they were looking forward to it. Dale Rose in Manchester and Mr. Hayashi in Central London both stood down. HyoSung Ngama is replacing Dale. She is 27 years old. She is doing her Masters in social work. East London and Scotland had done elections already in those 4 years. All the other either re-elected their pastor or are without a pastor at present. West Country, Bromley and Central London have no pastors as yet.

I have asked Sylvia in HR to work with pastors on creating a programme to train pastors. We also had an AGM.

## **Reports of officers, boards and standing committees**

### **06. Treasurer's report**

**EH** reads the figures from his report.

**EH:** money came in from the cable easement from last year. It hasn't been used as it was assumed it will go on property repairs, but it doesn't have to. But at the moment we are concerned about having enough for upcoming Repairs and Renewals (R&R).

**MH:** Is there a dedicated pot for R&R?

**EH:** Yes

**EH:** We averaged £26000 income from LG in 2018. I was expecting £25000. £12000 to spend on HQ costs and £1500 for the R&R fund.

**EH:** I have been approached about a pre-meeting with the auditor on 19<sup>th</sup> Feb at 11am. Moore Stevens, will bring one other person and Jenny from Natural Numbers (NN). It's all about the audit; other trustees can attend if they wish.

**EH:** Moore Stevens did not do some things that I expected (which their predecessors did) last year, but that was OK in the end. Generally, it is unwise to keep the same one for too long. When you take on a new auditor they bring a fresh approach with them. It's healthy to change auditors from time to time. Carole Watson did a very good job of our evaluations. The only complaint from our auditor was that Keiko did the evaluation herself. So I am getting Carole Watson to do the audit of the farm dwellings as well; all for about £1,600.

**TR:** I am presuming you have a projection for 2019? Assuming the worst we should know what you think we will get for 2019.

**EH:** my current projection is to see a £4000 cash flow surplus in 2019, assuming a worst-case scenario. No idea about CH and Wontner Road at the moment; this makes planning difficult. We over-tithed to Europe previously so 2018 tithing was low but should be normal in 2019. Also the CoC overspent in 2017 and so spent less in 2018. Those were special situations.

**TR:** does that include costs for Cleeve House?

**EH:** the £4000 is the difference between basic income and expenses for normal HQ operations. The CH repair costs are a separate issue.

**AJ:** the Gift Aid is taking months to come through. Who does that?

**EH:** Joanna de Souza did it in the past. NN analyses the data from donations; they are doing that through Quick Books. Once set up it can be run every 3 months .

**AJ:** haven't they done it for anyone before?

**EH:** yes, but it only takes me 4 hours to do a big IRFF Gift Aid claim.

**AJ:** I am concerned about it.

**EH:** It takes time to check with the regions, but I am irritated about it. We only have 70 tax payers.

**HF:** Quick Books is quite easy to use. I don't see why it is taking so long. It is crucial.

**EH:** it is crucial for the regions not HQ. We went to 4 or 5 organisations; they said it was too difficult.

**AJ:** Why did we use them?

**EH:** they made an offer. Joanna de Sousa was the only one putting numbers into Sage, with 3 different version of Sage in the office at one time. No-one else saw the Sage records (now many can see the Quick Books records). We had problems with late audits, so we changed.

**HF:** I think the accounting system needs to be looked into. All the regions' accounting systems need to be looked into.

**EH:** We gave up the idea of centralising it. The book keeping of some regions is too particular to them (but Debby at NN now understands them and sorts things out at source before keying in data).

**HF:** they can prepare their accounts, so she can input it into the system. The book-keeper needs to receive training for one standard.

**TR:** can I suggest it would be ideal if the regions all use quick books themselves and submit it to Natural Numbers. Let's get the regions to be trained in to the NN way of receiving it. Then later they could submit it directly to NN.

**EH:** We can work on that. HF and I.

**Action Point:** EH and HF to set up a system for Quick Books file, by end of July (but NN would rather we didn't).

## **07. Secretary's report**

**GS:** I have started preparing the Annual Report. I will soon be sending out the email to all the department leaders and pastors asking them to send me their reports for the Annual Report.

**Action Point:**GS will email them a reminder regarding reports.

**GS:** the Annual Report should be ready by April.

**EH:**April - May latest maybe.

**GS:** I need two weeks after the last person's report is submitted. Only one region failed to send me a report last year.

**EH:**Do we want to make a request to GS to make it more concise?

**TR:** I have been reading on the Charity commission website, we can use them to inspire members.

**JH:** Do general membership get it?

**EH:** yes. It is on the website.

**JH:** By email?

**EH:** No.

**Action Point:**GS to make Annual Report more concise

## **08. Decide on which special committees (working groups) are relevant**

**MH:** the LH Working Committee was absorbed by the Joint Meeting.

**EH:** I disagree that the Joint Meeting should be making **all** decisions about LH. The final decision-taker for financial and commercial aspects of LH must be the trustees.

**TR:** There is the Farmland Special Committee. This consists of Andy, Eddie and Chris

**EH:** I wasn't aware I was on it. I do not need to be on that.

**AJ:** I think Simon should be on it.

**ActionPoint:**TR will ask Simon about being on the Farmland Special Committee.

**TR:** The Business Manager Special committee. Simon, Andy and Terry are on this committee.

## Reports of special committees

### 09. LH Special Committee Report (MH)

Postponed to next meeting.

### 10. Farmland Special Committee report (AJ)

**AJ:** At our Joint Meeting the other day, William said we should ask the Masters about selling some of the land at the farm. Chris spoke with the Masters. But Avril said if Mother says it's okay, then they will agree. This means that we would not be able to sell the land without asking Mother.

The solar situation is on-going.

We are having a problem with some of the tenants (Cass and Ali) on the farm. They are asking to renegotiate for a 10 year lease.

**EH:** 7 years is the maximum under charity law without fulfilling further special conditions. They wanted a long lease all along. So we gave them an initial 5 years because they were then an unknown quantity. We would have to fulfil further special conditions for a longer lease.

In paragraph 199 the official recommendations of the Charity Commissioners says up to and including 7 years. In paragraph 120 it says for over 7 years you need to take legal advice.

**AJ:** so it would be possible to go over 7 years.

**EH:** yes, through fulfilling further special conditions.

**Action Point:** EH to check if we took advice for the Solar Farm lease length.

**TR:** Cass and Ali are more of a liability.

Is a long term lease beneficial? Why not keep it to 5 years?

**AJ:** Chris said they were looking for 7 years. I think Simon is looking favourably at that. Would everyone be happy with that?

**JH:** They upset other people with their mess.

**TR:** JH should mediate between Chris and Keiko.

**JH:** [Re my recommendations]: Whatever I email Simon I didn't get a reply. I am usually told I am sticking my nose where it doesn't belong. I said I was happy to be the line manager, for the overlapping pieces of work. So I can tell them, you have to do this by next year. For example, there was a hedge that should have been trimmed by the solar company. Chris was on the case – but the solar people didn't do anything, so Keiko suggested we should do it anyway and send them the bill

**AJ:** maybe we should contact Simon and tell him we gave JH the job of mediating between Chris and Keiko.

**Action Point:** TR to mention JH's role at the next chair monthly meeting/zoom call in which the three chairs participate: MH, SR & TR are the three chairs of NC, FC & TB respectively.

### **11. Corporate Charity Status Special Committee report (TR)**

**TR:** I am looking at the trustees' area of the governance document.

### **12. Business Manager Special Committee report (TR)**

**AJ:** I think we need someone in the short term.

**MH:** Simon was interviewing someone this week.

**AJ:** we need to sign off on it. We need to know about it. EH has reservations. I am supposed to be on the working group but I am not aware of it.

**HF:** how much are we offering?

**EH:** £30,000 plus bonuses. We advertised in Europe as well.

**Action Point:** TR to ask Simon who the person is who was interviewed.

**EH:** We need a business manager, who is entrepreneurial with contacts in the industry.

**AJ:** This is what I wrote in the job description. However, Chris Jones changed it. If we stick to what I wrote that is what we are looking for. Perhaps I should be in the interview process.

**EH:** the person who was interviewed is a property lawyer from another country. She says in her CV that she is looking to improve her skills in this area. This is not helpful for us – we need an entrepreneur.

**Action Point:** TR to ask for AJ to be in the business manager interview process.

## **Unfinished Business**

### **13. Fund for ESGD w/s revisited (TR)**

**TR:** reads Gary's letter asking that the UK 2<sup>nd</sup> Generation to create a fund to support 2<sup>nd</sup> Generation to be supported financially to go to workshops.

**EH:** so called pay roll giving is where someone sets up an agreement with their employer. They give £100 a month and the employer adds £100 a month (but there is no Gift Aid on payroll giving).

**JH:** it is worth more because Gift aid is only 25%.

**AJ:** I think it is a great idea. In my mind if there is a general fund, then kids can decide which w/s they want to go to.

**TR:** it says he is not looking for money for HARP.

**MH:** in ESGD w/s they say they shouldn't get involved in UK HARP w/s. Last year a talk was given to children, congratulating them for surviving UK HARP.

**TR:** But is it True? Is there a problem between ESGD and us? Is it us with them, or them with us?

**AJ:** I think it is their side. It is still going on. Someone, somehow needs to sort it out. This is a much bigger level. For that reason alone, I think it is cheeky to ask for us to pay.

**TR:** yes and no. In principle there is nothing wrong with 2<sup>nd</sup> gen supporting other 2<sup>nd</sup> gen. However, what can we do to solve the problem?

**GS:** it's not just us. In Hungary too, the national director has reservations about 2<sup>nd</sup>Gen going to DONE for some reason.

**TR:** this is for David Hanna to solve.

**EH:** we do not want another organisation presiding over our account. I object to that, because he is external to the UK. An office of FFWPU should be giving that instruction to Helena, not someone external to the UK.

**TR:** we can say yes in principle, with some provisos; one is that ESGD w/s have been putting HARP down.

**EH:** if we can overcome this difficulty with ESGD and UK, I can imagine a situation where we set up a separate reserve (we have money), that Patrick relates to me and gets reports about the latest balance. Then he asks for certain monies to be sent. That would work.

**AJ:** who would administer giving the Gift Aid?

**TR:** Natural Numbers.

**Action Point:**EH to send that proposal to TR. Adding the point about our relationship.

**TR:** can you make the proposal? And say we think it will be complicated with two signatures. Why can't he do it as an individual?

**AJ:** if they make some significant sum they should set up their own charity. But I think we should support.

**Break**

**TR:** we didn't conclude this last time. Are we okay to go ahead if we are given assurances?

**EH:** I have practical points which I will write down in my proposal. I will talk with Helena if this will be okay with her, this will be an extra job. If there was another person, it would be easier.

**AJ:** are we capable at present?

**EH:** I think we are.

**HF:** we can attract people who want to support a project. People who make a lot of money may see this as a project.

**TR:** who is in favour of setting this up? **PASSED**

## **New Business**

### **14. Joint Meeting Discussion.**

**TR:** when I looked at my notes afterwards and the agenda, I realised that it didn't come to a proper conclusion. The idea of selling Wontner Road and the land came out of the blue. If we have another such meeting, it should be to see how each property can be used for the vision.

**AJ:**The main goal of the meeting was to establish whether CH should be our main w/s centre. However, we didn't come to that conclusion.

**MH:** Carlo, David and Cecilie made a resolution. But it was very vague.

**EH:** I totally object to this kind of meeting. Everything is being mixed together, 16 to 20 people is not efficient.

**MH:** It was useful for the NC.

**EH:**I asked if we could have a discussion about who is responsible for the properties.Because it affects the next meeting.

**EH:** We told them you can't do a thing unless you have the trustees permission.

**TR:**also, you can't take decisions just because the trustees were present.

**EH:** my proposal is that the CoC would come up with some statement, we want CH 50% etc. A capacity usage statement. This is what I am hoping to receive.

**AJ:** I think we need more finance committee members and trustees. At the moment we are incapable of making valid decisions.

**EH** Onesuggestion is to sell Wontner Road now, as it is, as one building. This is why I want to give this to Carol Watson to evaluate.

**TR:** I think that at the next meeting each property should be considered in light of the vision. Matthew you can flesh out the vision. Educating for whom and what. If you can clarify that, then the next meeting can be used for that. Then, for example Wontner Road can be used for this or this. Then we can have a recommendation.

**MH:** there should be a statement that informs that to local communities too.

**EH:** some of the properties are used locally as well.

**TR:** the conclusion is then, that we should ask Matthew and the NC to structure the next meeting in that way.

**MH:** I think that it is possible, certainly. We need to make sure the next meeting is run effectively.

**TR:** such a meeting needs a strong Chair person.

## **15. Roberts Rules**

**TR:** Mike Balcomb asked me to apply Roberts Rules to the meeting. I went online and found they are quite complicated. I don't know how to do it properly yet, next time I hope we can do so. Next time I will look for a course so we can go through it properly. You create motions and second it. They can also be amended. I will send you some things or pay for a course.

**JH:** two things that came out of the document which you sent was that silence means consent. It is a problem that we have, time constraints. It isn't always good to go through so fast. There is a lot on our agenda. I think it is better to have more meetings with a zoom call.

Second, is about the order of business. In my mind there are these working groups. But the FC is a standing committee, so we need a report on paper.

**TR:** they don't have minutes.

**JH:** someone needs to make a report.

**TR:** Simon said he could get us a few points. The point is clear and I will talk to Simon about it.

**Action Point:** TR to contact Simon about the FC minutes/report.

## **16. Safeguarding**

**JH:** It is possible to have fairly cheaper safe guarding training. The reason it is important is it ticks a box for our insurance purposes. Level 1 and the next level is for w/s leaders. It only takes a couple of hours. £18 per person for level 1. 20% discount on 50 people.

**AJ:** it has to make very clear. Eg visiting lecturers would they need it?

**JH:** I asked several people and I didn't get an answer. Also what if STF comes through and they become team leaders?

**AJ:** who is going to check who has to get it done?

**JH:-** at the moment it is for people who work with children.

**TR:** all agreed to do 50 at a time?

**JH:** the community could pay the bill.

**TR:** I second it. **PASSED**

**Action Point:**JH will talk to Sylvia to make the training happen.

## **17. Organisation Chart (TR)**

**Ongoing**

## **18. FFWPU employment contracts**

**JH:** I have a copy of a contract. For a full time staff member the holiday leave would be 28 days. So I have two questions, can we ratify that we would like to continue this? We don't know what a full working week is. In industry it can start at 30 hours.. So can we decide if they work full time is it 37.5 hours?

**TR:** for clarification, I think 40 hrs

**GS:**In many places in the public sector it is 37.5 hours.

**TR:** a full working week is 37.5 **PASSED**.

**JH:** I'm happy with 28 days holiday.

**AJ:** It should be 12.25 % of the weekly hours worked for holiday money.

**TR:** part time? Pro rata

**MH:** it is 20 plus the 8 days of bank holiday.

**Action Point:**JH clarify with Sylvia the point of holidays, is it 20 days plus 8 bank holidays?

**JH:** I asked if we ratify with a lawyer. Sylvia said it would cost a lot. But I am happy with this document.

**TR:**its fine for the moment.

**MH:** it is important for young people who want clarity.

**GS:** but that is not generous because in the NHS it is 28 days plus bank holidays.

**MH:** I plan to discuss with the NC about overseas mission leave. From an HR perspective it is messy. It would be better if you take working leave for 5 weeks.

**TR:** [REDACTED]

**MH:** but also encouraging others to go abroad.

**JH:** [REDACTED] paid from the country if it is over 5 weeks?

**MH:** yes.

### **19. Sheepslaught woodland at the Won Jeon (JH)**

**JH:** We reclaimed land from Cass & Ali for the Won Jeon. There was some shooting going on. Ed Stacey was working with Terry and one person said he was going shooting. But they didn't know where he was going shooting. They assumed he was going in that woodland, but he wasn't. Chris doesn't think it is a problem, neither do I, but the reason the land was taken out of the tenancy agreement is so people can come unannounced. Keiko said she is planning work to make paths through the woodland. This caused some friction; as Keiko sent an email to Chris saying please don't allow any shooting in the woodland.

**JH:** I want it to be decided that Chris is not the manager of that woodland and that it is part of the Won Jeon and the Won Jon Committee should decide it. Chris asked me if he was the manager. So I said no.

**TR:** do we agree Chris is not managing the Sheepslaught woodland?

**AJ:** The shooter acted correctly to inform people that he was going to be shooting in his field next to our woodland. Also, Keiko did not check with Cass & Ally when putting up the shed and taking down the hedge.

**JH:** You're wrong (i.e. not correct)

**Action Point:** TR to check with Simon as he is on the Won Jeon committee

### **20. Need for HR person**

**EH:** It occurred to me that HR is becoming more key to the management of our system. From the end of May we will have no HR manager as Sylvia is leaving. This is a weakness coming up.

**JH:** Sylvia has written a job description. All the work Tom is doing for Safeguarding should come under HR.

**AJ:** At our museum they contract the HR out. We could find out if that is more viable.

**Action Point:** EH to check about outsourcing HR.

### **21. Estate Agent visit to LG**

**HF:** I had an appointment with the estate agent. They came back with 4 proposals. Four of them came to look at all corners of the building.

**EH:** Option 2 would be far more digestible for TM and their auditors.

**AJ:** the thing about Option 2 is it's a 999 year lease.

**HF:** basically we are selling the lease and keeping the freehold. I like option 3 or 4, which is 20 years. This might be possible.

**AJ:** also it says 1 to 5 years.

**TR:** this is a point of information. Thank you for looking into it.

**Action Point:** HF to give this to Simon. Say as trustees we won't go for options 1 or 2.

**AJ:** are there any companies who are not estate agents that can give us advice?

**EH:** Carole Watson could.

**AJ:** It might be worth asking someone else.

**EH:** she knows people in the industry.

**AJ:** use this person to get an independent view, that doesn't have a vested interest.

**Action Point:** EH & HF to commission Carole Watson to look at both Wontner Road and LG.

## **AOB**

### **1) UPF Funding (AJ)**

**AJ:** I had a chat with Robin who is really concerned that we are going to cut our funding to UPF. He said they are taking on a new chair.

**EH:** this is an on-going topic. I have been waiting for 3 years for a meeting. We told them that once they became a charity we would have to have a discussion about how we could give them grants (this is due to charity law). We need to decide which activities we will support as FFWPU. It may be good to say we will sponsor this and that throughout the year. I am pleased that we can sit down to discuss this at the end of March.

**JH:** isn't one of the requirements for Robin to be able to support his family? If we specify they will get money for activities it won't work, because the use of Parliament and LG is free. The point is they don't have to pay anything for activities.

**TR:** that is why they are worried.

**MH:** I was in the office and they expressed this. They received an email the day after so I said calm down.

**TR:** just to let you know, I asked if we could have a meeting.

**EH** reads out Robin's email.

**TR:**we can discuss this at the meeting

## **2) Rathbones (AJ)**

**AJ** Rathbones is an Investment company that deal mostly with Charities. They are a good option for us and they give clear information.

## **3) Education (AJ)**

**AJ:** I think we can do a lot about the negativity. I think William should be involved in developing education on the internet. I think that this should be in his remit. This is a recommendation.

## **4) Governance document (MH)**

**MH:** In our governance document it says a new National Director should be elected every 4 years. The CIG constitution says that each nation should take responsibility for that process. I think TM should have a say. I think we should look at this proactively. I have spoken to the Balcombs and the Hannas.

For me, if I get re-elected, I would be encouraged that I know people want me.

**JH:** what is the election process?

**MH:** last time we had an online endorsement.

**EH:** on the subject of MH doing a good job, you are doing too much in your role. I am thinking always how we can take more off you as a CEO. We should be looking for an assistant National Leader, you can do the strategizing and the day to day work can be done by another person.

**MH** Sylvia has lots of ideas. And she will share that on Wednesday in your conversations on the organisational structure.

**EH:** you did speak about a ministerial manager.

**MH:** in the last election, it was testing of the governance document that we wrote. In the CoC we discussed a lot, lots of things can be tweaked.

**TR:**I agree.

## **5) Ratification of the Minutes of the 12<sup>th</sup> August 2018**

**JH:** we still need to ratify minutes from the 12<sup>th</sup> August.

**TR:** can we ratify them now?

**AJ:** proposed we ratify the minutes from 12<sup>th</sup> August.

TR: seconded. **PASSED.**

## **22. Next meeting**

Next Meeting - 24<sup>th</sup> March, 3pm

Interim meeting (Zoom) – 24<sup>th</sup> February, 3pm Points for agenda should be with TR by Wed 20<sup>th</sup> Feb at 12pm.