

# Minutes of the Trustees Meeting 18/08/2019

## Participants

Tim Read – TR – Chair  
Eddie Hartley – EH – Treasurer  
Gillian Leonard-Schroder – GLS – Secretary  
Andy Johnson – AJ  
Joanna Hartl – JH  
Huer Fisher – HF

Apologies: Matthew Huish – MH – National Director

### 01. Prayer AJ

An opening prayer was said by AJ

### 02. Declaration of any interests

Nobody had any interests to declare

### 03. Ratify the last minutes

We will read and make any corrections to the minutes of the Zoom call by email.

### 04. AOB points for the end

- 1) Youth involved in special needs workshops
- 2) Related Party forms
- 3) Safeguarding DBS forms
- 4) Scottish situation

### 05. National Director's Report

No National Director's Report as Matthew could not attend the meeting.

Reports of officers, boards and standing committees:

### 06. Treasurer's Report – audit (EH)

EH - It is One and a half months before the final accounts are ready. We answered all questions of the auditors.

They need to work with Natural Numbers (NN) and they will send them to us.

EH is reviewing who is a taxpayer and who not with the communities.

## 07. Secretary's Report GLS

GLS - The Annual Report has been handed in.

### Reports of Special Committees:

## 08. Corporate Charity Status special committee report

Daniel Pollitt will look at our Governing Document

## 09. Cleeve management group (AJ, JH, Bernard Chellew)

AJ – We have heard from a couple of people who would like to manage Cleeve House i.e. Peter Kong. He is on holiday at the moment. A Bulgarian brother will come over and have a look at it.

## 10. Consultation Steering Committee (TR, SR, EH, Terry Lindon-Fermor, Sonja Read)

AJ – I was disappointed with the questions.

EH – If we keep CH it is the preparation that is important. We have stopped the sale of 11b Wontner Road. It will be let out.

TR - 16 surveys have been completed.

TR - We will now have focus group discussions. Then, we will make the analysis. We should get advice about how to analyse the results.

**Action Point:** TR will meet with [REDACTED]. He may take over the FC.

PIC will be under the FC.

AJ – We really need a professional on board to deal with the properties.

## 11. CH post-Miriam – Engaging Terry Lindon -Fermor in that team? (EH)

EH – the commercial input of Terry Lindon-Fermor would be good.

CH could also generate the funds to renovate itself.

AJ – He is very practical, but he needs to be managed.

EH – there is a £233,000 plan to invest in CH

JH – We do need some money to start at CH. We need a fund for that. There are already a couple of bookings. We need another £5,000

Miriam needs to make an inventory of all the things that CH Ltd bought

AJ – Miriam suggested to sell the business, but what we are thinking about is not weddings etc. We need to decide on the use and needs. We have to wait and see what people want.

## 12. Same sex attraction and policy at workshops etc (TR)

TR – There should be no exclusive relationships on workshops for young people.

GLS – the RYS projects had a policy document which participants had to sign.

**Action Point:** GLS to get a copy of it.

Either the Education Department or General Affairs should make sure that everyone who works on our workshops are DBS checked. This should be announced at every HARP w/s.

General Affairs should pay for DBS checks initially and recoup the money from the regions.

AJ – We need a central register of DBS checks. We are not covered by our insurance if we are not DBS checked.

## 13. Approving the Organisational Chart (TR)

TR – Sylvia and Tom O’Connell want to show the chart to the CoC meeting, but we are not ready to do that yet. We need to make some alterations to it.

**Action Point:** TR to re-do the Organisational Chart in accordance with the suggestions made.

## 14. Discussing the Impact Measurement reports

TR – Sylvia initiated it. There is a job description for everyone. The line-manager should be looking into it.

JH – wants to see the job descriptions.

TR – Social impact studies may be needed in 2019 Annual Report.

EH – At the moment, the FFWPU purposes are:

- 1) Blessings
- 2) Home Groups
- 3) Education

We need to expand this.

**BREAK**

## 15.A Ministerial manager in addition to a GA manager? (EH)

EH – Sylvia came up with the idea of having a Ministerial Manager to help MH to become more efficient. This would have been Tom O' Connell, but he did not want to do it.

MH is in charge of 16 people. It is too much as he is not a trained manager. He should only have 5 people under him.

MH's strength is to be creative.

We need someone else to manage the pastors.

HF- When TR speaks [REDACTED], he should first ask [REDACTED] he thinks he could fit in.

**Action Point:** TR to speak to [REDACTED] to see where he can fit in.

## 16. National Council – tweak the job description and change the manning of the NC (EH)

EH –MH has been blocked by the NC. He has ideas which he could not implement.

**Action Point:** TR to find what kind of training NC needs.

We need new blood in the NC.

## 17. New trustees, incl. replacing EH as the Treasurer

TR – we need to find some new trustees.

Observers for some topics: Maybe [REDACTED]. Or [REDACTED]. They do [REDACTED] work.

## 18. Cost-Savings Commission (EH/Terry Sweeney)

EH – Terry and Sylvia think that HQ spending is much too high. EH wants to discuss with Sylvia how to make savings. EH doesn't think there could be a saving of more than 1% unless one speaks to the NC about a drastic change in activities at HQ, that is the discretionary activities the NC votes about a budget for.

We are probably charging too little rent at LG as we include electricity and council tax.

**Action Point:** EH to discuss cost-cutting with Sylvia.

## 19. UPF – becoming a charity

EH - UPF has submitted new objects to Companies House and they have been accepted. We are waiting for the Charities Commission to decide.

## 20. Basic training for our employees (EH)

EH – We are employing people like Jonathan Hoyte as an events manager. Does he have any training in this area?

We need to put aside money to train people.

We need to have a needs assessment. There are companies which specialise in that.

We need to compare the CV of the people with the job description and give the missing training.

JH – Jonathan Hoyte's job was not advertised.

EH- MH is desperate to have people he can work with. He wants to fill HQ with bright second Gen.

## 21. Steve Buckley

TR – He is a former member who has been asking for £30,000 There is a restriction Order on him, so he cannot come into our HQ.

AJ – He says he has a "letter of intent" to pay him.

**Vote:** all agree to leave it to go to court if he wants to. All in agreement.

### **AOB**

#### 1) Youth involvement in special needs

EH - Most of the young people who are helping with the workshops in Holland are not church members

**Action Point:**AJ to look into doing something similar in the UK.

#### 2) Related Party Forms

EH – For the audit, we all need to sign a Related Party form.

**Action Point:** EH to call all officers and ask them to sign a Related Party form.

#### 3) Safeguarding (DBS)

From now on, we need everybody who works with children to get this done.

#### 4) Scottish situation

JH - Robert Török does not feel supported in financial matters.

**Action Point:** TR to speak to MH to find out what he is going to do about it.

EH – he could apply to HQ to the Local Initiatives Fund.

**Next Meeting**

15<sup>th</sup> September 2019 – South London Peace Embassy.