

## Finance & Governance Sub Group Minutes Monday 12<sup>th</sup> December 2018 – 6.30 pm, The Acorn Centre

**PRESENT:**

**Voting Members**

Bob Barker (F&G Chair)  
Dom Hodgson (WBL Chair)  
Margaret O'Connor (Resident)

**Local Trusted Organisation**

Nicki Conyard

**Interim Finance & Compliance Officer**

Sharon Dickson

Item	Minute	Action
1	<p><b>Welcome and Apologies</b> The Chair welcomed everyone and thanked them for attending. It was agreed to enable DH to get up to speed BB would Chair this meeting and DH would take over as Chair from January 19.</p>	
2	<p><b>Minutes of Previous Meeting</b> The previous minutes were agreed as a true record</p>	
3	<p><b>Matters Arising from the Minutes</b> DH to ask Tracie Hoare to join the F&amp;G Sub Group.</p>	DH
4	<p><b>Conflict of Interest</b> BB raised conflict of interest on item 6b</p>	
5	<p><b>Financial Update</b></p> <p>a) <b>Feedback from HBC</b> – NC reported that she has a monthly pre-meeting with SD to discuss the invoices received and any transactions to ensure everything is covered prior to F&amp;G.</p> <p>Invoices received this month are as follows: -</p> <ul style="list-style-type: none"> <li>• M&amp;M Theatrical Production - £899.00</li> <li>• Trevor Davis Insurance - £353.61</li> <li>• Drop box £79.00</li> <li>• Wild Web Solutions – from last year's budget</li> <li>• Ruth Butler 1<sup>st</sup> Phase Payment – from last year's budget</li> <li>• Steve Mountain – from last year's budget</li> </ul> <p>Wecock Farm Big Local F&amp;G sub group are requesting that any rebate from Steve Mountain is transferred back to the HVWEBL budget.</p>	NC

Item	Minute	Action
	<p>NC and Andrew Mason are meeting to discuss the Local Trust Portal as no training has been provided and it was felt that a thorough understanding of the system was required; it doesn't seem to be showing the additional £35,000 drawdown, this all needs to be addressed ready for the next spend report due in February 2019.</p> <p>b) <b>Spend Report</b> – SD tabled the spend report and discussed the changes that had been addressed, the spend now includes all forecast for the year, SD highlighted that it was imperative that all quotes and spend are sent through to her/the new person asap to enable the spreadsheet to clearly show the spend and forecast at any point in time.</p> <p>A discussion took place about developing the Business Plan for the Legacy Project, options discussed were</p> <ul style="list-style-type: none"> <li>• The Board develop it</li> <li>• We put it out to tender</li> </ul> <p>It was felt that this should be a Board decision. This would be an important document as it will be used to draw funding in from organisation like the FA and Sports England.</p> <p>SD was tasked to obtain a copy of Front Lawns Business Plan from Richard Wood at HBC.</p> <p>c) <b>Bank Account</b> – issues with the bank charges are still outstanding, NC &amp; MD to address.</p> <p>HBC have transferred the reimbursement of the petty cash claims to the bank account £251.25.</p> <p>d) <b>Petty Cash</b> – apart from a £10 mobile phone top up no petty cash has been paid out this month.</p> <p>A discussion took place regarding spend for the Plan Review meeting, it was agreed that a maximum of £75 could be used for this event, concern was raised over that fact that they don't normally provide receipts.</p>	<p>NC/AM</p> <p>ALL</p> <p>Board</p> <p>SD</p> <p>NC/MD</p>
6	<p><b>Ratification of Reports, Work Plans, Time Sheets and Invoices</b></p> <p>a) <b>Mary Vallely</b> – NC would prefer this report go through her prior to it coming to F&amp;G.</p> <p>It was felt that the Work Programme needed to be developed further prior to it going to the Board meeting next week. The Plan Review meeting would help feed into this work programme. A request that it be shown in date order would enable it to be read easier.</p>	<p>MV</p> <p>NC/MV</p> <p>MV</p>

Item	Minute	Action
	<p>b) <b>Sharon Dickson</b> – SD’s report and invoice was agreed and passed. Payment claimed for November was £1119.25 and for December was £1322.75, these amounts are gross payments, SD is expected to pay her own tax and NI out of these payments.</p>	
<p><b>7</b></p>	<p><b>Community Chest Applications</b>  NC would be doing an investigation into why there was such a delay in these being dealt with.</p> <p>A rigorous process is to be put in place prior to the next Community Chest event, SD explained that she had already met with MV to discuss the whole process and MV had taken details notes to enable the process to run smoothly in the future.</p> <p>Due to the delay in the applications being dealt with and the possible negative press WBL could get out of this delay, it was agreed to pass the applications to the Board at the reduced rate.</p> <p>a) <b>Little Acorns</b> – it was agreed to offer £200</p> <p>b) <b>Brownies Get Active</b> – It was agreed to offer £225</p> <p>c) <b>Patrick Howard Dobson Court</b> – It was agreed to offer £300</p> <p>d) <b>Hart Plain Junior School</b> – It was agreed to offer £200</p> <p>If passed by the Board, letters are to be sent out to all applicants by MV. MV is also to ensure that the questionnaire is sent to Little Acorns to complete asap.</p> <p>NC will then raise payment requests for Brownies and PHD Court, the other two are already on the system as suppliers so NC is able to raise Purchase Orders for them.</p> <p>Evaluation Forms need to be sent out to all applicants in 2 months’ time with a return date then chased up by MV to ensure they are all returned.</p>	<p>NC</p> <p>DH/MV/SD</p> <p>MV</p> <p>NC</p> <p>MV</p>
<p><b>8</b></p>	<p><b>Proposal for a new Admin/Finance Post</b></p> <p>a) <b>Feedback from HBC re applications/Interviews etc</b>  Applications are in, shortlisting has been completed and interviews are scheduled for next Wednesday.</p> <p>b) <b>Requirements for the Interviews</b>  DH to book a room for the interviews, NC’s laptop will be used for the test and then the interview will follow.</p>	<p>DH</p>
<p><b>9</b></p>	<p><b>IT Support</b></p>	

Item	Minute	Action
	a) <b>Support, Wi-Fi and Mobile Phone Provision</b> – the proposal from Stuart Radcliffe Aerials Direct was discussed SD was tasked with going back to gain further clarify and feedback to the Board next week.	SD
10	<b>AOB</b>  a) <b>Flip Theatre Workshop</b> – it was felt that not enough information was provided to make a decision, MV to go back to obtain further clarification and evaluation from previous phases.  b) <b>3F's Project Room Hire</b> – it was felt that these extra sessions should be run by volunteers as payback for attending the 3F's project and not by MV. The volunteers should put the proposal forward to F&G and Asda or Waitrose are to be approached to provide tea coffee etc, Acorn also to be approached to obtain reduced room rental.  c) <b>Valentines Intergeneration Meal</b> – it was felt that this was a very good idea but wasn't a proper costed proposal and needs to be addressed prior to coming back to F&G.  F&G felt it shouldn't be capped at 30 people this should be increased significantly for all age groups, it was also felt that no mention of transport for the elderly or disabled had been addressed. If there was no fee to offset the costs then there wouldn't be enough money in the budget to run any further events for the year, which F&G felt was a concern.	MV  MV  MV/MO'C  MV/MO'C

**The meeting closed at 20.40**

The next Partnership Board meeting is scheduled for Wednesday 16<sup>th</sup> December 2018 @ 18.30  
 The next F&G meeting is scheduled for Wednesday 9<sup>th</sup> January 2019 @ 17.30