

Wecock Farm

Local Trust | Big Local

Finance & Governance Minutes 10th October '18 at 5.30pm

Present:

Bob Barker (Chair & voting mem)

Nicki Conyard (LTO & non-voting member)

Sharon Dickson (Treasurer & non-voting member)

Mary Vallely (Comm Officer non-voting)

Margaret O'Connor (voting member)

Item	Minute	Action
1	Welcome and apologies: Andrew Mason	
2	Mins of previous meetings Both sets of minutes were checked and agreed as a true record of the meetings	
3	Matters arising from those minutes: Board Members have all scored the Hobby Close Invitation to quote. To be sent to Nicki with results to be shred at the Board meeting. NC to set up regular meetings with AP for reviews of staff work programme. NC to send the HBC Evaluation Form to MV to send out to all groups who have received funding from WBL	
4	Conflict of interest for this meeting: Staffing discussions – MV will be asked to leave the room	
5	Finance Update: No transactions this month, Spend Report uploaded but feedback from Local Trust is that NC did not subtract the first 6 months figures from the total. NC to phone Zoe to discuss and rectify. MV bought 2 invoices forward; one for Room Hire which was all checked and verified £299.73 includes Office Hire. £300 Community Chest bid for Young Volunteers which has already been agreed at Board.	NC

6	<p>Petty Cash</p> <p>All Petty Cash now in Bank Account. £430.91</p> <p>Need a procedure in place to use which Nicki will do ready for next F&G as already has a Payment Request Form we can use.</p>	NC
7	<p>Bank Account</p> <p>The statement appears to be for a Business Account and has a charge of £5. Signatories (Sharon and Marg) need to go to the Bank to query which they will do this Saturday.</p> <p>Matt will write to bank to remove himself from Bank Account after December.</p>	SD & Board
8	<p>Proposal for new Admin/Finance post:</p> <p>A meeting was held by some Board Members whilst NC was away to discuss the need for a second post. Board Members agree there is a need and NC indicated that HBC could now employ a second worker on WBL's behalf.</p> <p>Feedback from MV confirmed that the current JD has too much for a single worker and that there is plenty of Admin/Finance work for a 3 day post.</p> <p>NC advised that upon instruction from the Board she would draft a new JD for a proposed new post which would include Admin/Finance/Compliance type work. She will need to go through the HBC Job Evaluation process to obtain a Grade.</p> <p>NC also pointed out that she will also need to amend MV's JD and go back through the Job Evaluation process again for that.</p> <p>At this stage there is no indication of what Grade's the posts will reach.</p>	
9	<p>AOB:</p> <p>NC to please purchase a Microwave and a Radio for the Office.</p>	
10	<p>Date of next meeting:</p> <p>Wednesday 14th November 2018 @ 5.30pm</p>	