

Wecock Farm

Local Trust | Big Local

Finance & Governance Sub-group minutes

Friday 6th April 2018 - 3pm, Gallery Rm at The Acorn Centre

Present:

Voting Members

Bob Barker (Chair & Resident)

Sharon Dickson (Treasurer & Resident)

Margaret O'Connor (Resident)

Advisory

Alana Gooding (BL rep)

Mary Vallely (CO)

Apologies

Item	Minute	Action
1	Welcome and apologies: Michelle Andrews has resigned from the Finance & Governance Sub-group and will remain on the Partnership Board until the next AGM	
2	Conflict of Interest: None raised	
3	Minutes of previous meeting and matters arising: Proposed visit by Matt Leach (CX of Local Trust) AG talked to his PA, we would like him to visit after our AGM. Our Big Local Rep will contact him then. SD expressed frustration at decision making processes when not all Board members are there.	Andrew Mason (temp Rep)

4	<p>Finance:</p> <p>a) The Financial Report to 28/02/18 Discussion for the Board re the high cost of toner, can we use grayscale? SD queried the formatting of the spreadsheets</p> <p>b) The Spend report finance breakdown sheets from HBC have no dates on them which leaves no audit trail. AG explained that they have a new financial supplier. SD suggested that she, MV and LJ meet to discuss adherence to financial procedures. Advice to be sought from Local Trust. SD didn't get Comms mins though BB was at the meeting and did have a copy.</p> <p>c)The Supplementary Plan – waiting for endorsement from the Local Trust</p> <p>d)Staff Invoices. LJ and MV agreed. Happy to pay CS's when timesheets agreed.</p> <p>e) LJ additional days. 3 days were agreed, 2 days with and 1 in the office or vice versa as required.</p> <p>f) Community Chest bids.</p> <p><u>1.Coach Trip to Fishers Adventure Farm, Billingshurst</u> – what happens if we don't get a full coach? Will the cost increase? Also will these be different people who had the trip last year? Priority needs to be given to people who didn't get to go last year? Does this fit WBL outcomes? Will there be older people going too?</p> <p><u>2.Make a difference Men's Group</u> – not specific enough. How many people are in the group? What will they organise? What good have they done? How will they attract more men?</p> <p><u>3.Billy Lake - Willow fence screening for Kingfisher nest</u> - how many people will be involved?</p> <p><u>4. Acorn Youth Café - £300 towards a trip for young people</u> – not specific enough</p> <p><u>5. Motiv8 May Half term litter pick and BBQ £105</u> – how many people will be involved?</p> <p>NB Acorn need to choose 1 project from the 3 that they've presented (2,3 & 4). Then that one and nos 1 & 5 can go to the Partnership Board.</p>	<p>Board</p> <p>AG to check w LJ</p> <p>SD/LJ/MV</p> <p>AG</p> <p>MV to send</p>
6	<p>Governance:</p> <p>a) AGM – TOR no time to discuss</p> <p>b) AGM – Expressions of Interest – need to form a task group and invite Andy Wheeler to facilitate the AGM. Need to think of incentives to draw people in.</p>	<p>Board Board</p>

	c) Managing conflict – AG to meet with SD & BB	AG
7	Date of Next Meeting: Friday 4 th May	