

Wecock Farm

Local Trust | Big Local

Finance & Governance Sub Group Minutes Wednesday 9th January 2019 – 5.30 pm, The Acorn Centre

Present:

Voting Members

Bob Barker (Resident)
Dom Hodgson (Chair)
Margaret O'Connor (Resident)

Local Trusted Organisation

Nicki Conyard

Interim Finance & Compliance Officer

Sharon Dickson

Item	Minute	Action
1	<p>Welcome and Apologies The Chair welcomed everyone and thanked them for attending. As agreed, DH has taken over as Chair for F&G</p>	
2	<p>Minutes of Previous Meeting The previous minutes were agreed as a true record</p>	
3	<p>Matters Arising from the Minutes</p> <p>Tracie Hoare will join the F&G sub group from February's meeting</p> <p>Rebate from Steve Mountain was not discussed at this meeting, still outstanding</p> <p>Local Trust Portal still outstanding</p> <p>Development of Business Plan for the Legacy Project was not discussed at this meeting, still outstanding</p> <p>Development of and ratification of MV Work Plan, it was felt by NC/DH/CH that this should not be part of F&G at this time</p> <p>Investigation into Community Chest delay was not discussed at this meeting, still outstanding</p> <p>Rigorous process to be put in place prior to the next Community Chest was not discussed at this meeting, still outstanding</p> <p>Letters sent to Community Chest applicants still outstanding</p> <p>Questionnaire to be sent to Little Acorns still outstanding</p> <p>Wi-fi, IT Support and Mobile phone provision, new proposal received</p>	<p>BB/NC</p> <p>AM</p> <p>Board</p> <p>NC/CH</p> <p>NC</p> <p>DH/MV/SD</p> <p>MV</p> <p>DH/MV</p>

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	<p>Flip Theatre, it was felt that this was a lot of money considering what had already been released to Flip Theatre. The proposal moving forward was for them to obtain match funding, promote widely to include the whole estate and run on a separate day to youth café to ensure the youth have two provisions rather than one. Proper evaluation and registers will be required if this is agreed to run again.</p> <p>3F's project room hire was not discussed at this meeting, still outstanding</p> <p>Valentines intergenerational meal, it was agreed that this was a very good idea and it should be paid from a different budget, numbers should be increased to 50 and promoted to the whole estate not just the keeps and youth café who have all already benefitted from funding.</p> <p>Patrick Hobson Dobson Court payment is still outstanding MV was asked to ask the Acorn to pay them and then claim back from HBC, an option put forward would be for HBC to purchase the garden furniture directly for PHD Court MV to obtain details.</p>	<p>MV</p> <p>MV</p> <p>MV/MO'C</p> <p>MV/NC</p>
4	<p>Conflict of Interest BB raised a conflict of interest for item 6 and would refrain from voting.</p>	
5	<p>Financial Update</p> <p>a) Feedback from HBC NC confirmed that the payment for our Insurance had been paid into WBL's bank account instead of paying the supplier. NC will pay the insurance from HBC and retrieve the money from the bank account when she goes with MD.</p> <p>NC confirmed that the pre-F&G meeting that takes place with SD is extremely useful, NC thanked SD for adding the additional information to simplify spend within HBC financial period</p> <p>HBC had only just received the October payment from Local Trust the next payment is due in April, it is hoped there will be no delay with this payment. LT would like to have a full review with NC as there was an overspent on our spend report, this was due to the additional £35,000 being reported in the main spend report instead of separately. AM is to discuss this further at some point in January.</p> <p>b) Bank Account NC & MD will resolve all issues by the next F&G meeting. All letters from the bank are to be return to WBL from MD. The 3rd signatory for the bank account will be Tracie Hoare.</p> <p>c) Expenditure The report has been developed further to include the breakdown for the first 6 months and the second 6 months to simplify the completion of the spend report for LT.</p>	<p>NC/MD</p> <p>AM</p>

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6	<p>Ratification of Reports, Work Plans, Time Sheets and Invoices SD's report and invoice were agreed and passed. Payment claimed for December was £1322.75 and for January was £952.75. These amounts are gross payments, SD is expected to pay her own tax and NI out of these payments.</p> <p>SD produced an additional budget breakdown using AM's Plan Review document to clearly show how each budget had been agreed by the PB and reported to Local Trust, DH thanked SD for this information as it would be very helpful moving forward for all board members. SD asked if everyone could remember that finances are fluid and change regularly so could all chairs be requested to ask for an update on available budget prior to agreeing any further spend.</p> <p>It was highlighted that the budget agreed by the PB and ratified by LT and used at the Partnership Review meeting clearly shows that there is no funding for the 3F's project moving forward and yet the review meeting has stipulated a £1,500 spend each time it is run. The PB agreed to fund the 3F's project on two occasions to enable MV to obtain the knowledge to run the project herself moving forward. NC to address this with MV</p> <p>Stationary requests to be submitted once per month to HBC it was agreed that this could go ahead if the office stay within their yearly budget.</p>	<p>SD/NC</p> <p>Chairs</p> <p>NC/MV</p> <p>SD/MV</p>
7	<p>IT Support A new proposal was tabled and agreed to be implemented asap. An upfront payment of £368 to purchase the phones and then a monthly costing of £125 to cover IT support, mobile contract and wi-fi provision</p>	SD/NC
8	<p>AOB SD was asked to design an evaluation form ready for the next F&G meeting to enable this to be used to collate evaluation moving forward, NC had already sent a version of HBC evaluation to MV which could be used as a starting point. Only full name and post code to be collated. This is to be added to SD's SLA.</p> <p>SD to show MV where all old funding applications are kept on Dropbox to enable MV to write to and request feedback and evaluation from all past applicants.</p> <p>NC to speak with MV about sourcing some training to enable the PB to understand how to obtain grants and match funding.</p> <p>It was agreed to invest in 2 desks this is to be investigated by NC asap.</p>	<p>SD</p> <p>SD/MV</p> <p>NC/MV</p> <p>NC</p>

The meeting closed at 19.55

The next Partnership Board meeting is scheduled for Wednesday 16th December 2019 @ 18.30
The next F&G meeting is scheduled for Wednesday 13th February 2018 @ 17.30