

Finance & Governance Sub Group Minutes Friday 9 February 2018 – 4.30 pm, The Acorn Centre

PRESENT:

Voting Members

Michelle Andrews (Resident)
Bob Barker (Chair & Resident)
Sharon Dickson (Resident)

BL Rep

Alana Gooding

WBL Finance Officer

Linda Johnson (minutes)

APOLOGIES:

Margaret O'Connor (Resident)

Item	Minute	Action
1	<p>Welcome and Apologies The Chair welcomed everyone and thanked them for attending.</p>	
2	<p>Conflict of Interest No conflicts of interest were declared.</p>	
3	<p>Minutes of Previous Meeting and matters arising</p> <p>i. Agenda item 5 – LJ reported that Mary Vallely has submitted an invoice for the facilitation of the final 4 workshops for last year's Food, Finance and Friendship course. However, she has not yet submitted a second invoice for any other work undertaken as a result of the course. LJ was asked to check her email to MV re this to see if the deadline for submission was clear and to ask her for an invoice for the next Board meeting if not.</p> <p>The minutes were agreed as a true record of the meeting.</p>	LJ
4	<p>Financial Report including invoices to be agreed LJ circulated the financial spreadsheet that she has produced for the meeting. She has received a spreadsheet from HBC showing recorded expenditure; however, the format of this needs to be amended and some coding issues rectified for future reports.</p> <p>LJ noted that we are spending quite a lot on ad hoc room hires and so the option of taking another room in the Centre may need to be reviewed at some point. It was agreed that we would monitor this expenditure.</p> <p>The reports and invoices from Linda and Carole were circulated and discussed. It was agreed that the reports would be taken to the next Partnership Board meeting for approval to pay the invoices for the work undertaken.</p>	

5	<p>WBL requirements re financial reporting</p> <p>Jaime has produced a flowchart of HBC's procurement process. Sharon has produced a series of draft flowcharts that complement this, showing our internal processes re grants, monthly spend reports, six monthly spend reports, and sub-groups' spend reports. These were discussed and a few amendments suggested. The flowcharts will be presented to the Partnership Board once the amendments are actioned and agreed.</p>	SD
6	<p>WBL bank account</p> <p>The Treasurer's Account has not yet been set up. Two Board members must open this account. Sharon said that she is available on Thursday afternoon to go to the bank with Michelle or Ange to do this if need be.</p>	
7	<p>New appointment - Community Officer</p> <p>Bob is to speak to Nicki about this. He will email the Board once he has done so.</p>	RB
8	<p>Proposed spend by sub-groups</p> <p>i. Communications</p> <p>Alana reported that she has been working with Matt re the generic booklet about WBL and Michelle re the Plan summary document. She shared initial drafts of these with the group. She will take the costings for the generic publication to the Board meeting for approval. The group agreed that we need at least 1,000 of these to be produced.</p> <p>Sue has proposed that we buy additional promotional material. Michelle will take the costings that Alana has got from UK Flyers for these to the next Communications sub-group meeting. The Comms group need to revise their budget as there is currently no allocation for such material.</p> <p>Linda was asked to look for the invoice for the T-shirts that had been bought a few years ago.</p> <p>ii. Events</p> <p>Carole has submitted a request for approval to pay half of the hall hire costs for Hannah's Holiday Homes' table top event on 3 March. Ange has agreed that this expenditure (£45) could come out of the Events budget allocated to support for other organisations and smaller events. We could attend this event to promote our Plan Launch and AGM. It was felt that we could only attend if we had the relevant marketing documents and sufficient people to attend.</p> <p>As we were initially approached and asked if we wanted a stall for £10, the group recommended that that we should just to book two tables at the event (although we should check with Carole first to see exactly what has already been agreed). It was decided that this decision must be taken at the next Partnership Board meeting.</p> <p>iii. Projects expenditure</p> <p><u>Education for Life Training</u> - Carole has requested an extra £125 for this project to meet the budget shortfall for Coram to deliver the programme at Hart Plain school and to pay for room hire and refreshments costs at the Acorn Centre for the community workshop. The group felt that this request should not be approved – in the spirit of partnership working in their view the shortfall should be met by the school and the Acorn Centre.</p>	<p>AG</p> <p>MA</p> <p>LJ</p> <p>Partnership Board</p>

	<p><u>Food, Friendship and Fun</u> – Carole has reported that the budget for this may need to be supplemented depending on the number of children attending the crèche. The group felt that it needed more information about numbers before they could make a decision on this. They felt that there needs to be at least twelve people on the course for it to run.</p> <p><u>First Aid</u> – Carole has reported that 5 Board members or WBL volunteers have signed up to do the course. The opportunity for others to take the course at a subsidised charge of £50 has not attracted any attendees. this means that there may be a budget shortfall of £142.30. It was agreed that no more money should be allocated for this project. We need to get people willing to pay £50 onto the course; if not, then the course should be cancelled.</p>	
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The meeting closed at 6.45pm

The next Partnership Board meeting is Thursday 15 February 2018 @ 19.00