

Minutes of Board of Trustees Meeting

7 May 2022 13:00-16:00

39 Moreland Street, London, EC1V 8BB

Present: John Adams (JA, Treasurer), Ian Deboys (ID), Tamar Ghosh (TG, Chair), Ruth Kaufman (RK), Ewan Main (EM), Neil McKain (NM), Stephanie Niven (SN), Ann O'Connell (AOC), Jeremy Rodell (JR), Emma Shepherd (ES).

In attendance: Andrew Copson (AC, Chief Executive and Company Secretary), Tony Pinkney (TPi, EA to CEO) Minutes, Neil Hawkins (Chair elect).

Item		Action	Deadline
08/22	<u>Procedural Matters</u>		
08/22/1	Apologies for absence were received from: Sophy Robinson, Imtiaz Shams, Hamza Walayat.		
08/22/2	Declarations of interests: There were none.		
08/22/3	Minutes of the last meeting: the minutes of the meetings held on 17 March and 24 April were approved with no amendments.		
08/22/4	Matter arising from the last meeting: In relation to 3/21/13 AOC advised that the FAC has delayed the appointment of a new FAC member until July.		
09/22	<u>Presentation from staff</u>		
	Andrew West (DIT) made a presentation to the Board on cyber security.		
10/22	<u>Management</u>		
10/22/01	AC presented the management report and the Board discussed a number of matters including concerns about prospective fundraising targets, the state of the celebrant network, the appointment of a manager for the branches pilot project, and the improved situation in staff wellbeing.		
10/22/02	AC presented the 2022Q1 accounts, reporting a net surplus of £112k compared to a budgeted deficit of £26k.		
10/22/03	The Board received an update on progress towards Trusted Charity status.		
10/22/04	The Board received an update on EDI progress within the celebrant network.		

10/22/05	The Board received an update on the remuneration review planned for 2023.		
11/22	<u>Annual Report and Accounts</u>		
11/22/01	The Board adopted the Annual Report and Accounts for 2021 with minor amendments and authorised the Chair and Treasurer to sign them.		
11/22/02	The Board authorised the Chair to sign the letter of representation.		
11/22/03	The Board received the auditors management letter.		
11/22/04	The Board approved the AGM notice and agenda. This to be circulated to members with the Annual Report and Accounts on 9 May 2022.	AC	
11/26/05	The Board agreed the note on the difference between statutory and management accounts would no longer be required in future years.	AC	
11/22/06	The Board discussed the review and recommendations of the annual report paper and thanked the group for their work. The Board agreed to retain the current format of the report.		
11/22/07	The Board noted that five candidates submitted nominations to stand for the Board. All five had been accepted after consideration by the Board Recruitment Subcommittee and, given that there are eight vacancies, those candidates will be submitted for election to the AGM.	AC	
11/22/08	The Board agreed that the Board Recruitment committee should review regionality of trustee nominations when they next meet.		
11/22/09	The Board noted the FAC had reviewed and accepted the revised budget proposals.		
11/22/10	The Board agreed that the FAC Revised Budget Paper should be shared with the Board.	TPI	
12/22	<u>Governance</u>		
12/22/01	The Board appointed Emma Shepherd and Iain Deboys as the Board members from Wales and Northern Ireland respectively for terms of office to terminate at the 2025 AGM.		

13/22	<p><u>Any Other Business:</u></p> <p>TG thanked the Board for their support during her time as Chair. The Board thanked TG for her service as Chair, JA for his service as Treasurer, JR as a trustee, and TPi in advance of his retirement.</p>		
	<p><u>Date of next meetings:</u></p> <p>AGM on Sunday 26 June 2022 15:30 - 17:00 at The MAC, 10 Exchange Street, West, Belfast, BT1 2NJ</p> <p>Board of Trustees Meeting on Saturday 9 July 2022, 13:00-16:00 at 39 Moreland Street, London, EC1V 8BB</p>		