

# Minutes of Board of Trustees Meeting

05 November 2022 13:00 - 16:00

Online

**Present:** Iain Deboys (ID), Neil Hawkins (NH, Chair), Charley Jarret (CJ), Ruth Kaufman (RK), Ewan Main (EM), Neil McKain (NM, Vice Chair, but chairing this meeting), Stephanie Niven (SN), Ann O'Connell (AOC, Treasurer), Sophy Robinson (SR), Andrew Russell (AR), Emma Shepherd (ES), Simon Walker-Samuel (SWS).

**In attendance:** Andrew Copson (AC, Chief Executive and Company Secretary), Aaron Wilkins (AW, EA to CEO) Minutes and Catriona Mclellan (CM, Director of Operations)

Item		Action	Deadline
	<b><u>Procedural Matters</u></b>		
23/22	<p><b>Apologies for absence:</b> Tamar Ghosh (TG), Fiyaz Mughal (FM)</p> <p><b>Declarations of interests:</b> None</p> <p><b>Minutes of the last meeting:</b> the minutes of the meeting held on 09 July were approved with no amendments.</p> <p><b>Matters arising:</b></p> <p><b>In relation to Item 15/22/11, AC reported</b> that the extension of the office lease to February 2026 at the same rent as at present has been included in the 2023 Budget.</p> <p><b>In relation to Item 16/22/03, AC reported</b> that RK and SN have been added to the Finance and Audit Committee.</p> <p><b>In relation to Item 16/22/09, AC reported</b> that our provisional plan, if the Chancellor's financial statement later this month turns out to be more positive for tax-payers than expected, was to proceed with an announcement in the few days following it, with the change in rates then to occur in the January. If the Chancellor's statement is negative for taxpayers, and suggests that our average member will be significantly worse off next year, we will reconsider.</p>		
24/22	<b><u>Management</u></b>		
24/22/01	<p><b>AC presented</b> the Q3 Management Report, noting the intention to change the format of the Management Report to reflect the plan for 2023 and to provide Board members with additional performance data. AC highlighted some issues in our ceremonies and humanist care work, noting particular issues with recruitment of new volunteers and the work being</p>		

	done to meet internal challenges. AC also noted that reporting on our campaigns remains difficult, given the political instability.		
24/22/02	<b>AC reported</b> there were no serious incidents.		
24/22/03	<b>The Board discussed</b> the management report, including the clear strategic obstacles we need to overcome in our ceremonies work in order to grow and develop this workstream, the great work done by the PAP team, and the successes of the HOP function.		
25/22	<b><u>Q3 Accounts</u></b>		
25/22/01	<b>AC presented</b> the Q3 and YTD Accounts. Answering a question raised before the meeting as to how Wales and Northern Ireland salaries are recorded in the accounts, AC confirmed that these figures would appear separately from now on to prevent any confusion.		
25/22/02	<b>The Board discussed</b> the accounts.		
26/22	<b><u>2023 Budget</u></b>		
26/22/01	<b>AC presented</b> recommendations to the Board regarding the 2023 Budget based on the meeting of the Finance and Audit Committee on 22 October 2022. AC drew attention to several key points of the 2023 Budget paper relating to income generation including very high member recruitment in September, consistent member retention rates from September but also the continued disappointing returns from cash appeals. AC also drew attention to several points about expenditure for 2023, including the intention to inflate our payroll expenditure by 10%.		
26/22/02	<b>The Board discussed</b> the Budget 2023 paper.		
26/22/03	<p><b>The Board approved</b> the recommendations of the amended 2023 Budget including to treat 2023 as a discrete budgetary period, de-designate the building fund, releasing these funds into free funds and agreed the general approach and specific budget outlined in the paper. <b>The Board also agreed</b> to extend our office lease for three years and to the following dates to actively monitor the budget:</p> <ul style="list-style-type: none"> <li>• FAC meeting on 31 January 2023 in relation to 2022</li> <li>• FAC meeting on 25 July and the following Board meeting in relation to the first half of 2023.</li> </ul>		

27/22	<b><u>Strategy</u></b>		
27/22/01	<b>AC reported</b> the process by which an amended plan for 2023 was being devised by staff and how it would be presented at the SMT and Board Away Day in December.		
28/22	<p><b>HSBC Bank mandate</b></p> <p><b>The Board approved</b> the following to continue banking facilities with HSBC in accordance with the declaration on Page 1 of HSBC's 'Mandate for Society/Clubs', in that:</p> <ul style="list-style-type: none"> <li>- Mr Andrew James Copson and Ms Catriona McLellan should retain their existing authorities as account signatories</li> <li>- Mr Liam Whitton, Ms Iyabo Ojo and Ms Ann O'Connell should be included as additional named individuals</li> <li>- That all other current signatories should be removed.</li> </ul> <p>Board of Trustees 05/11/2022</p> <p><b>Cooperative Bank mandate</b></p> <p><b>The Board approved</b> the following to continue banking facilities with Co-Operative Bank in accordance with the requirements detailed in the Co-Operative bands 'Change of Account Signatories &amp; Authorised Users', in that:</p> <ul style="list-style-type: none"> <li>- Ms Ann O'Connell and Mr Edward Prescott should be included as additional named individuals</li> <li>- John Adams and Anthony Pinkney should be removed as signatories.</li> <li>- That all other current signatories should remain the same.</li> </ul> <p>Board of Trustees 05/11/2022</p> <p><b>General bank and investment accounts mandate</b></p> <p><b>The Board approved</b> the following changes to signatories for any and all bank accounts and investment accounts used by the charity, in that:</p> <ul style="list-style-type: none"> <li>- Ms Ann O'Connell should be added as a signatory.</li> <li>- John Adams should be removed as signatories.</li> <li>- That all other current signatories should remain the same.</li> </ul> <p>Board of Trustees 05/11/2022</p> <p><b>The Board requested</b> that where future papers reference staff members, information should be provided about who those staff members are.</p>		
29/22	<b><u>Date of next meeting:</u></b>		

	<b>Board Policy and Strategy Away Day on 10 December 2022 11:00-16:00 followed by a festive dinner.</b>		
	<b>Board of Trustees Meeting on 11 February 2023 11:00-15:40 at 39 Moreland Street, London EC1V 8BB</b>		