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**Minutes of the EXECUTIVE COMMITTEE meeting held on 19 March 2024**

via Zoom

**The meeting commenced at 18h00**

**Present:**

Alan Porter, Chair

Richard Page, Vice Chair

Steve Ponting

Steve Wilcox

Isaac Bamfield

Jim Harmsworth Cowles

Ian Watson

Amanda Davis

Ray Cotton

Tasha Saunders

Richard Crighton

Jacqui Webster (Clerk rep)

Chris Haine

Kerrin Cocks

Ruth Waller

**MINUTES**

1. No apologies received
2. Correction to minutes of meeting held 30 November 2023:

2nd paragraph, Amanda David, should read Amanda Davis

Minutes approved.

1. Resignation of Sandra Mitchel noted, in addition to resignation of Daniel Starr, received too late to be included as an agenda item.

Amanda Davis queried turnover in EC members; it was confirmed both resigned from respective councils for personal reasons. Forest of Dean and Cotswold councils have been notified of the vacancies.

1. CEO’s report was received and approved.

The recommendation that Richard Page become an additional signatory on the account was received. It was further proposed that two approval signatories be required for payments. The motion was passed.

Steve Ponting thanked Chris Haine for the report, noting it for its comprehensive, informative nature.

1. Finances were received and queries made:

Salaries figure on budget was clarified as included most contractors, eg internal auditors and trainers

Suggestion was made to enlist assistance to finalise the financials; assurance that CEO and staff working closely with auditors

Confirmation that 2023-24 financial statements was received and presented at the AGM

The disorder in which CEO inherited the finances was noted and it was suggested that the CEO and staff be given the time and space to sort them out.

Adoption of draft budget proposed

A further suggestion was then received to retain the services of an external accountant. CEO assured EC that staff working closely with auditors. Confidence in auditors queries; suggested the relationship endures until this set of financial statements is prepared and approved as current auditors have historic understanding of the organisation.

Draft budget proposed again, and adopted.

It was noted that the signatories on the investment account need to be updated in order to engage with investors regarding organisation’s options for investing reserves.

Queries regarding the percentage of reserves to be invested.

Agreed that this issue should be re-examined once the more pressing financials sorted out as these will need to be presented at the AGM.

It was suggested that reserves should sit at around 15% of income as a contingency to mitigate against the risk of loss of income.

1. (Minutes taken by Jacquie Webster)

Chris Haine (CH) reported that things have not been straightforward in building a team, however things are settling with Kerrin being an integral part of the team. Kerrin remains on an undefined contract, however a structure has been agreed with Ruth also now on contact for approximately 10 hours.

The team is stretched, however all staff have contracts and standardisation of pay has been achieved. Richard Page (RP) referred to CH’s recommendation on page 3 of his report and asked for further clarification regarding hours etc.

Members agreed that it was always thought that Kerrin’s contract was a temporary arrangement and put in place to enable the new CEO to build their new team, however further agreed that circumstances are changing and further consideration should be given to her contract and increase of hours.

CH confirmed there has been some slippage on CRM, now looking towards June.

Amanda Davis (AD) asked what plans are in place if Kerrin were to offer her resignation. CH advised that he is currently looking at a contingency plan but Kerrin would need to give 3 months notice.

CH advised that it will be 3 months before achieving CRM and suggested that Kerrin go to 30 hours per week for the next 3 months.

PROPOSAL – to offer permanent contract to Administrator and increase hours from 20 to 25. Majority vote to accept.

AD expressed concerns that proposals were being put forward regarding changing of hours etc for staff without any costings, structure etc and advised she was voting against this proposal whilst there was insufficient information to support the proposal.

Richard Crighton (RC) advised that monies are in reserves for such situations.

Alan Porter (AP) advised that he had received a paper prior to the meeting detailing tasks etc and RP stated this should have been shared within the executive committee prior to the meeting.

1. Proposed the organisation remains as an unincorporated body, carried (3/2 with 4 abstentions)
2. Received report on hybrid meetings.

**ACTION**: Jim Harmsworth Cowles to explore costings for technology required to host hybrid meetings

**All other items were deferred to the next meeting.**

**Date for next Executive Meeting: Tuesday 7 May 2024 at GAPTC office in Quedgeley**