

BOARD MINUTES



Board Date 17th July 2017

Board Time: 5.00pm to 7.00pm

Present: Ian Pope (IP), Alan Bowlas (AB), Ross Weddle (RW), John Fisher (JF) Keith Siseman (KS), Ann Short (AS)

In Attendance: Julien Lake (JL), Ian Guthrie (IG)

Apologies for absence

There were apologies for absence from Monica Burns and Jan Casson.

The meeting commenced at The Old Brewery site in Tweedmouth where members were given the opportunity to see inside the premises which the Trust had recently acquired. JL gave a brief description of the proposed conversion of the premises into a college and had copies of the initial plans produced by the architect showing the possible internal lay out. Members found the visit very interesting and informative.

1 Minutes of the Meeting held on 15th May 2017

The minutes of the meeting held on 15th May 2017 were approved and signed as a true record. The only matter raised was by KS under item 4 regarding the Quayside discussion and he undertook to produce a paper this week. It was also agreed that in future hard copies of the various reports would be available for each Board Member to save them printing their own copies.

2 Finance and Accounts

IG issued a report on various financial matters and attached several separate reports he had produced with relevant figures. The first report was on a proposed update to the 2017 budget to reflect changes which had taken place since the budget was first approved. The update was prepared following discussions with himself IP and JL and reflected the anticipated position for the remainder of the year. Where there had been significant changes the reason was noted on the report. As part of this review a working group of AB/AS/JC had met to discuss salary levels of the various staff based

in The William Elder Building. Certain staff had not had a review of their salaries for a number of years and it was proposed that different levels of increase apply to different staff. JL and IG left the meeting while Trustees discussed the report of the salary group. Trustees welcomed the report, thanked the group for their work, and accepted its conclusions unanimously. They thanked the staff for their excellent work and discussed mechanisms for more regular and frequent reviews, and the possibility of making an element of some of the salaries results dependent as a means of delivering incentives more quickly. Trustees agreed that the existing salary group should be strengthened by the inclusion of JF in the team and asked to look at more formal arrangements for regular reviews, and at options for more incentive based pay. JL and IG were then invited to return to the meeting and the thanks of the Trustees passed to them from the Chair. The revised budget which incorporated the agreed salary increases was approved.

The second report covered the Here for You service where IG stated the current anticipated expenditure for 2017 and the certain income for 2017. There was a potential deficit of £3490 but this was a worst-case scenario and assumed that there would be no income from the new DWP funding stream. There was a great deal of uncertainty around the caseload the Trust would be given by the DWP and the level of income as it is largely output based. For this reason, no income has been shown but this will be closely monitored and a more detailed report given to the next meeting when the new system has bedded down. The report was noted.

The third report was the final version of the accounts for 2016 which incorporated the Chair and Trustee reports which were agreed at the last meeting. The accounts were approved and would be submitted to the AGM for adoption. The other reports on the budget/actual figures to 30th June and the cash flow projection were noted.

3 AGM Arrangements

IP advised that the AGM would be held at 5-00pm on 18th September 2017 with members invited for refreshments prior to the meeting. The format of the meeting was not yet formalised but it would be likely to follow a similar pattern to previous years. JL advised that various Trustees would be up for re-election to the Board on the expiry of their three-year term and that the co-opted Board members would need to stand for formal election.

IP also advised that immediately following the AGM there would be the usual bi-monthly Board meeting when the election of officials for the ensuing year would be on the agenda. He reminded members that he would not be seeking re-election as Chair

4 Chief Executive Officers Reports

JL had issued a report prior to his departure on annual leave and updated this in an email to members on 14th July 2017. The following matters were raised

- The latest figures for the turbine show continued high levels of generation broadly in line with the P50 prediction
- The Old Brewery has been purchased and insurance cover arranged. The AHF have offered a grant of £20,200 to support development of the project subject to agreeing a lease with the College. A meeting has been arranged with the College on 24th July. A number of other potential funding sources have been identified and appropriate applications made. The outcome of these applications is awaited.
- The Barracks Group met on 10th July but JL was on annual leave. He is to be updated next week on the latest position
- The Supporting Families contract continues to operate well and, in view of the targets achieved, the 10% discretionary payment for last year's contract has been paid.
- Repairs on the WEB are ongoing along with a review of the catering offer
- A response is awaited from Carnegie Trust about a way forward on a partnership with Fishguard following the Town Twinning Project
- Survey work on the river has been undertaken on the river regarding potential moorings at The Quayside and the report is awaited.
- The Coastal Community Team has met and agreed to organise a series of themed events to drive forward the Economic Plan.
- Georgie Bruce has started as an apprentice in the Trust office today.
- JL has a meeting next week with the CAB staff, at their invitation, to discuss the proposals for the changes in their service supply.
- An invitation has been received for the Trust to tender for support work with the Young Carers and JL is to progress this by the deadline date.

There being no further business the meeting closed at 7-00pm.