

## Minutes of Trustee Meeting

Held at 15 Ashtree Park Horsehay

8.00 pm Friday 7<sup>th</sup> January 2022

**Members:** Charlie Miller (President)  
Jill Marsh (Treasurer)  
Colin Thompson (Secretary)  
Graham Powell (Elected Trustee)  
Jane Turner-Bragg (Elected Trustee)

**02/01** The President welcomed fellow Trustees and wished all a happy new year

**02/02** The minutes of the meeting on 7<sup>th</sup> October were agreed as a true record

**02/03** Matters arising

21/24 Repeat of GDPR statement: Not yet done

21/25 Action completed

21/27 Action completed and recommendations on donations to LCIF accepted by members.

21/28 Expenditure items had been submitted to the business meeting and approved by members.

21/29 AOB

4. Valley hotel – action complete
5. Record of access arrangements for systems and data – Colin reported that this is work in progress
6. Graham confirmed that the existing dehumidifier units do need annual PAT testing
7. Graham confirmed that the Zoom contract had been terminated and it was agreed that in future we should operate with just a single meeting each month.

**02/04 Accounts and Treasurer's report for quarter ended 31/12/21.**

Jill introduced the report which had been circulated in advance and noted that, financially, we are in a very good position. Graham pointed out that, in addition to the balance shown in the report, there is a further £1528 held by the Graham Fulford Trust following the closure of the discount arrangements for home testing and the assumption is that this will be brought to account in the bill for the prostate testing in March. Colin undertook to speak to GFCT.

**02/05 Annual report 20/21.**

Subject to an amendment to correct an error noted by Graham, the report was signed by Jill as Treasurer and by Charlie as President. It was agreed that the report

should go to the AGM for members to note before submission to the Charity Commission. Graham was thanked for what everyone agreed was an excellent report

#### **02/06 Arrangements for AGM 2022.**

Colin introduced the note circulated in advance of the meeting. The intention is to hold the AGM immediately before the March business meeting. The plan is to trail the AGM at the January meeting and to take nominations at the February meeting. **Colin undertook to investigate the possibility of enabling proxy voting for absent members.**

With Janes agreement it was agreed that she should stay on as a trustee for a further year in order to stagger the re-election of our two elected trustees going forward. It was also agreed that the incoming Vice president should be invited to attend trustee meetings as an observer during the forthcoming year to ensure that he or she should have an understanding of the recent background before taking the chair.

#### **02/07 Review objectives and targets for 21/22**

Graham presented an updated statement and a number of adjustments were agreed.

#### **02/08 AOB**

1. Food – Graham reported that the final total of food parcels was 440 compared with last year's total of 432. There were currently just 18 bags still to go out.
2. Community service – Graham suggested that, as a result of Covid, we have reverted to reactive mode and he suggested that we should aim to become more proactive again. His recommendation was that initially we should focus this proactivity in the area of homelessness - with Stay and Maninplace as the primary support targets – and on support for the 5 or 6 Afghan refugee families to be housed in Telford.