

Trust Board Meeting Minutes – Part A

19:40 – 4th March 2015, St James Park –Courtney Room

Trustees Present:

Laurence Overend (LO), Martin Weiler (MW), Peter Holding (PH), Neil Le Milliere (NLM), Elaine Davis (ED), David Hitt (DH), Peter Martin (PM), Richard Clutterbuck (RC); John Kanefsky (JK), Linden Bray

Officers Present:

Andy Beer, Nick Hawker

Guest:

Douglas Gillard

A/01 Apologies

Alice Cooke

A/02 Approval of Minutes from the 9th January 2015

Acceptance of Minutes

Proposed by: Martin Weiler

Seconded by: Neil Le Milliere

Carried

A/03 Actions Arising from the Previous Meeting

- i. AC to follow up on what skills the Club currently required but lacked.*
AC was absent from the meeting but it was reported that she was speaking with Richard Dorman about this.
- ii. ED to follow up the re-introduction of Trust membership cards.*
Membership cards are produced and all new members will receive one. Existing members can request one. It was important to raise awareness of this among members.
- iii. PF, PH and ED to feedback strategic group targets to DH*
Completed.
- iv. PM, MW and AC to provide photo's for WEB site to AB*
Completed.
- v. DH to provide photo and biography to AB for WEB site*
Completed.
- vi. LO to raise the matter of the 'Living Wage' initiative with the Club Bard*
An effort was being made to canvas the Club Board but also to determine whether part-time staff were already being paid the minimum 'Living wage' amount. It was noted that for many of the part-time staff (e.g. ticket gate operators, programme sellers) this was not their principle source of income.
- vii. ED to update on Trust logo on teams shirts and the purchase of stewards jackets (with logo).*
ED spoke with officials at Portsmouth FC who, it was believed, used their Trust logo on the shirts. This was not the case and the idea was deemed not worth pursuing since any spare space would be of greater benefit being sold. With regard to 'sponsoring' stewards jackets - this was not thought to be appropriate.
- viii. NH to determine nature of Trust debt to the Club (circa £600)*
NH reported that this was in relation to the postage and packing of membership packs.
- ix. NH to send Cardiff City Supporters Trust a letter congratulating them on their successful campaign to reinstate their traditional blue shirts*
Done.

A/04 Reports from Sub-Boards & Working Groups

i. Finance & Governance

a) Club Board Directors Re-Appointment

Although a Part B item the re-appointment of both Paul Morrish and Julian Tagg to the Club Board was confirmed.

b) Corporation Tax

LO questioned how the calculation of Trust Corporation Tax (CT) was passed to Francis Clark without Board consent. There was little notice of the impending liability and this was the most efficient means of avoiding a penalty. The CT had been paid but it was now likely that the calculation was incorrect and the Trust should be due a refund.

c) Financial Procedures

PH presented, on behalf of the Finance & Governance Group, a paper on Trust financial procedures. The adoption of the document was proposed formally and accepted subject to amendments of items 7.1 and 7.2. Further detail would be forthcoming in respect of this.

d) Trust Invoices Payable

NH reported that he was still paying invoices and other payments from the Trust account. This was intended as a temporary measure whilst the Trust found a new Finance Officer. PH to pursue.

ii. Membership & Ownership

a) Supporters Direct Week

ED requested that LO promote this event during his appearance on 'Kellows Bootlaces' the week of the Southend game.

b) Trust Collection

ED proposed that the income from the recent bucket collection would be used to fund the volunteers end of season party. NH would confirm that this money had been paid into the Trust account. However, NH noted that occasionally the Club would contra any funds against monies owed by the Trust to the Club.

iii. Community

a) Grecians Remember

PF reminded everybody of the project currently in process (alongside the University of Exeter) and that interviews with respect to this were taking place on the 17th and 20th April.

b) 'Kick it Out – Raise your Game' Conference

LB was asked, and accepted, to attend the above conference aimed at folk considering a role in football.

iv. PR & Communications

LO asked how the 'new' group meetings were going – led by AC and facilitated by DH. All was okay – the group were actively looking to re-invigorate the Trust WEB site and improve on the Trust notices around the ground.

A/05 Any other business

i. Lottery Scheme

PM reported that there was a fear a new lottery scheme may adversely affect Football in the Community on the basis that any new scheme would likely replace the Foundation. There was little motivation in respect of launching the new scheme and for the time being, it was being set aside.

NLM asked that the accounts for the Foundation to be made available.

The scheme may be re-visited in the future.

ii. AGM Resolutions

Concern was expressed that the amendment to rules around Trustee re-election, as passed at the prior AGM, had created a contradiction within the rules. NLM explained their intention (rotational policy for election of Trustees) and MW suggested that his was raised at the next fans forum.

iii. Loans vs. Donations

JK asked if the present arrangement with the Club was still necessary with the advent of the 'Grimes money'. NLM noted that part of the reason for maintaining the loan status was to ensure that the Trust remained the Club's largest creditor. MW noted that an outstanding loan could discourage 'predators'.

JK suggested that further funds could be donated for specific capital projects and this was favoured by PM as members could clearly see a tangible benefit to the donation. PH added that perhaps a donation could go to a specific 'cost centre' as opposed to project.

LO asked if JK could prepare a paper on the subject and PH added that any change must go to the members.

iv. Banking

RC asked about the collection of current bank statements. NH said that these were waiting for collection in the Trust pigeon hole at the Club.

A/06 Date of Next Meeting

Monday 27th April 2015 – 19:30