

Sport Across Staffordshire & Stoke-on-Trent



Finance & Audit Group Meeting


1100hrs Tuesday 8th January 2019

Chetwynd Room, Civic Suite, 1st Floor, Stafford Borough Council

Present Attendees		Apologies	Also Distributed To:
Kimiyo Rickett (KR) Chair Jane Kracke (JK) Malcolm Armstrong (MA) Sarah Bixter (notes)	Senior Independent Director Chief Operating Officer, SASSOT SASSOT Chair Admin Office Manager		Board

Meeting Minutes

No.	Item Topic						
1.	Apologies – None						
2.	Minutes of Last Meeting & Matters Arising <ul style="list-style-type: none"> - Minutes from 09.10.18 agreed - Previous Actions - Alison in Finance was given a box of chocolates for all her help with the Financial Audit - No further forward with the Audit Certificate requirements. However Matt from Sport England has confirmed that whatever is put in place now it will be for the end of next financial year and last years will not need to be back dated. 						
	<table border="1" style="width: 100%;"> <thead> <tr> <th>Previous Actions</th> <th>Owner</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>1. Thank you letter and flowers to be sent to Alison Kendall in Finance for all her assistance with the end of year accounts.</td> <td>Jane Kracke</td> <td>COMPLETED</td> </tr> </tbody> </table>	Previous Actions	Owner	Date	1. Thank you letter and flowers to be sent to Alison Kendall in Finance for all her assistance with the end of year accounts.	Jane Kracke	COMPLETED
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1. Thank you letter and flowers to be sent to Alison Kendall in Finance for all her assistance with the end of year accounts.	Jane Kracke	COMPLETED					
3.	Q3 Accounts / Expenditure <ul style="list-style-type: none"> - Accounts are as expected - Sport England payments are now in so Accounts will be updated for the Board - £4000 outstanding from Staffordshire University - No response from Tamworth with regards to getting them on Board as a funding partner 						
4.	4 Year Forecast <ul style="list-style-type: none"> - Only £4000 from Staffs Unit for 2018/19 - Taken out £5000 additional funding from County Council for Ironman 2019-20 and 2020-21 - Increase in transfers to Partnership Service from other budgets for 2018-19 (Satellite clubs) - Minor adjustment to employment costs – workforce (mileage) 						
5.	Discussion ref Contract Extensions <ul style="list-style-type: none"> - Team currently get an ‘at risk letter’ from HR in December advising that their contracts are coming to an end - When funding is confirmed (March) staff get new letters confirming contract for 12 months - Chris Milward currently goes through this twice a year as currently has 6 month contract - Discussion around income and wages - Taking into account Risk, Liabilities and funding it is the recommendation of FAG that all contracts be renewed until March 2020 and that Chris Milward move onto a 12 month contract. - However the Board should note that significant changes will be need to be decided on in 2020-21 financial year ready to take effect in 2021-22 financial year. 						

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6.	<p>Risk Register</p> <ul style="list-style-type: none"> - The Q3 update to the Risk Register was presented and discussed - Priorities for Q4 include: <ul style="list-style-type: none"> o Review SASSOT's involvement with a range of strategic groups to ensure there are clearly identified expected outcomes o Investigate potential for Tamworth BC to re-engage with SASSOT o Draft 2019-20 budgets and 4-year forecast to 2022-23 - Ensure team are consulted on Partner Agreements before signing and improve log of agreed actions 	
	<p>AOB Item - Effectiveness checklist</p>  <p>FAG Effectiveness Checklist.xlsx</p> <ul style="list-style-type: none"> - To comply with Tier Three, FAG should self-review its effectiveness on an annual basis. - A template based on the one recommended by Sport England was agreed, with results to be discussed at the next FAG meeting in April 	
	<p>Date of Next Meeting</p> <ul style="list-style-type: none"> - 2nd April 2019 – 1100hrs – Marmot Room, Third Floor, SBC - 9th July 2019 – 1100hrs - Chetwynd Room, Civic Suite, SBC - 8th October 2019 – 1100hrs - Chetwynd Room, Civic Suite, SBC 	
Actions	Owner	Date
None		

Prepared By	Date	Checked By	File Code
Sarah Bixter	16.01.2019	Kimiyo Rickett	Finance Group Minutes 08.01.19