

# Sport Across Staffordshire & Stoke-on-Trent



## Finance & Audit Group Meeting

1100hrs Tuesday 9<sup>th</sup> October 2018

Chetwynd Room, Civic Suite, 1<sup>st</sup> 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.	<b>Apologies – None</b>						
2.	<b>Minutes of Last Meeting &amp; Matters Arising</b> <ul style="list-style-type: none"> <li>- Minutes from 05.07.18 agreed</li> <li>- Previous Actions</li> <li>- Council Auditors not prepared to provide a separate certificate for our accounts</li> <li>- External contacts/company cannot provide the certificate as it is not clear what they are being asked to do by Sport England</li> <li>- Jane Kracke currently awaiting response from Graham MacPherson and Sport England</li> </ul>						
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Previous Actions</th> <th style="width: 25%;">Owner</th> <th style="width: 25%;">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>ONGOING</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	ONGOING
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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	ONGOING					
3.	<b>Q2 Accounts / Expenditure</b> <ul style="list-style-type: none"> <li>- Accounts are as expected</li> <li>- Still awaiting the £8000 partnership payment from Cannock/IHL but this has now been sorted</li> <li>- Underspent within Place Based Approach</li> <li>- External Company have been hired to help us work out how we are going to measure the impact of PBA</li> <li>- Overspent on School games but this was due to having to hire extra marquees due to the heatwave and having to have the school games website re-done.</li> <li>- Universities work on academic years; Staffordshire University have agreed to £4000 and Keele University have just been invoiced.</li> </ul>						
4.	<b>4 Year Forecast</b> <ul style="list-style-type: none"> <li>- The 4 year forecast will be discussed at the Board ½ Day Away Day in November. Two CSP's coming to explain how they went from hosted to independent and the costs this incurred.</li> <li>- Workforce funding 1 page application summary due in on Friday and then the full application including breakdown of budgets due mid-November. There is an additional pot this year called Innovation which we can apply for.</li> <li>- Universities work on academic year so we currently have to adjust the budget when this comes in. Suggestion that next year we don't include the income from the universities until the following financial year so that we know what has been secured. Agreed.</li> <li>- Planning to meet with Tamworth CEO and Leader and hoping to bring them on board as a partner.</li> <li>- Jude invited to the Board ½ Day Away Day in November as part of her keeping in touch days</li> </ul>						

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5.	<p><b>Risk Register &amp; Risk Management Policy</b></p> <ul style="list-style-type: none"> <li>- Agreed that Risk Register and Risk Management Policy can go to the Board for approval.</li> <li>- Main risks are: <ul style="list-style-type: none"> <li>✓ Finance – to be discussed at the away day in November</li> <li>✓ PBA – to be discussed at the January Board</li> <li>✓ PMIF – to be discussed at the away day in November</li> </ul> </li> </ul>	
	<p><b>Date of Next Meeting</b></p> <ul style="list-style-type: none"> <li>- 8<sup>th</sup> January 2019 – 1100hrs – Chetwynd Room, Civic Suite, SBC</li> <li>- 2<sup>nd</sup> April 2019 – 1100hrs – Marmot Room, Third Floor, SBC</li> <li>- 9<sup>th</sup> July 2019 – 1100hrs - Chetwynd Room, Civic Suite, SBC</li> <li>- 8<sup>th</sup> October 2019 – 1100hrs - Chetwynd Room, Civic Suite, SBC</li> </ul>	
Actions	Owner	Date
None		

Prepared By	Date	Checked By	File Code
Sarah Bixter	16.10.2018	Kimiyo Rickett	Finance Group Minutes 09.10.18