

Present Attendees		Apologies	Also Distributed To:
Kimiyo Rickett (KR) Chair Jane Kracke (JK) Malcolm Armstrong (MA) Jude Taylor (JT) Hazell Thorogood (HT) Sharon Heath (SH)	Senior Independent Director Chief Operating Officer, SASSOT Chair Director, SASSOT Office Manager Board member		Board

Meeting Minutes

No.	Item Topic
1.	Apologies – As above
2.	Declarations of interest – Action 1 - HT to send SH the Declaration of Interests form.
3.	Minutes of Last Meeting & Matters Arising - All agreed the minutes of the last meeting as an accurate record
4.	Q4 Accounts Enc.2 & 3 <ul style="list-style-type: none"> - There is a slight underspend on the accounts, some of which is due to reserves and grants. - There have also been unfulfilled staff vacancies. - We budgeted for three partners to drop out and only 1 dropped out (SSDC). - No concerns currently, strong financial position. - Approx. 120k carried forward more than anticipated.
5.	2020-21 Budget Enc.4 <ul style="list-style-type: none"> - The figures have been adjusted to reflect the fact that recruitment will now not take place until Sep 1st 2020, and to include SBC costs until September. - Transfer Date of 1st September: there are some risks around the date; a large factor affecting this is if the schools return to normal service before the Summer. - Local Authority funding is a concern.
6.	5-year Forecast Enc.5 <ul style="list-style-type: none"> - The 5-year Forecast has been adjusted using the predicted final figures from the 19-20 budgets and the 20-21 budget taking into account the recruitment and delay for the office move. - By the end of March 2024 the budget is +85k in the green. - To fulfill the recruitment timeline, interviews would need to take place in June however the posts could potentially change in content based on the ‘new normal’ after lockdown.

7.	<p>Finance Policy and Procedures Enc.6 & 7</p> <ul style="list-style-type: none"> - The policy and procedure have been completed as far as they can be – further procedural information will be added once we are operational on the new system. - At the point a payment is made the formal process will be that two signatories are needed. - A paper process needs to be in place for the authorisation of PO's. - Payments over £10k would require MA or KR to authorise within online banking. - It is not known at this point if there is an auto trigger for authorisation of payments from CAF online banking; this is to be streamlined when we can process payments. - Decision 1: All confirmed they are happy with the policy and authorisation levels: this will now go to the Board for approval. - Any budget variations will now go to FAG for approval before Board.
8	<p>Risk Register Enc.8 & 9</p> <ul style="list-style-type: none"> - All reviewed the risk register for COVID-19 rather than the usual operational plan. - It is unlikely the PMIF workshop will take place in the same way. - Finance; there is a lack of clarity from Sport England around what we can or can't do regarding funding. - Loss of partner funding is a key risk. - KR raised a risk of staff / family members becoming ill.
9	<p>Remuneration Advisory Committee</p> <ul style="list-style-type: none"> - This piece of work hasn't moved on significantly. - The Pay Policy is still being drafted. Once it is drafted we will bring it back to the group for approval. - Staff can't be furloughed as the team are part of SBC Local Authority, - Annual leave – a risk is the large amount of the team may want to take leave at the same time. A key message needs to be shared with staff to ensure they are taking leave to help with their own wellbeing.
10	<p>AOB</p> <ul style="list-style-type: none"> - The credit card application is proving to be a challenge due to the lack of a Together Active email address which Barclaycard require. ACTION 2: JK to review the provider.
11	<p>Date of next meetings</p> <ul style="list-style-type: none"> ○ Tuesday 30th June 2020, 11am, Stafford Borough Council TBC ○ Tuesday 6th October 2020, 11am, Stafford Borough Council TBC

Actions	Owner	Date
1. HT to send SH the Declaration of Interests form to SH.	HT	07.04.20
2. JK to review the credit card provider.	JK	07.04.20

Item	Decisions
1.	Decision 1: All confirmed they are happy with the Finance Policy and Authorisation levels: this will now go to the Board for approval.

Prepared By	Date	Checked By	File Code
Hazell Thorogood	07.04.20	Kimiyo Rickett	Finance Group Minutes 07.04.20