

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

Meeting Minutes

No.	Item Topic
1.	Apologies – As above
2.	Declarations of interest – JK and JT as members of staff, as per previous minutes
3.	Minutes of Last Meeting & Matters Arising <ul style="list-style-type: none"> - All agreed the minutes of the last meeting as an accurate record. - Payroll issues are improving but we will continue to monitor the situation and discuss at the next FAG.
4.	Auditor update <ul style="list-style-type: none"> - An internal controls checklist has been received, which needs to be checked against various Together Active policies. - A delegated authority form will be taken to the Board meeting regarding this process. - The formal audit will take place w/c 17th May. - Auditors will join to present the report at the July occurrence of this group. - The group agreed the meeting date of 22nd Feb 2pm with the auditors. - JK to view APs and other charities final accounts and Trustees Report on the Charity Commission website (similar sector and size).
5.	2020-21 Budget – Q3 update <ul style="list-style-type: none"> - Two sets of figures to view (SASSOT and the last four months for Together Active) - Figures for Together Active are on track, slightly more income than expected due to TIF round 2, and expenditure is lower due to COVID. - Satellite Clubs; we are currently awaiting the second payment of £60,000. Sport England would like to discuss this as there is currently an underspend due to clubs not running. This payment also covers some of Claire’s salary. - Office space; office space at Staffordshire University and the Hub have been viewed: the total cost for two offices at the Hub is around £10,000 per year. We are still forecasting £20,000 for this cost for next year but this will be adjusted when plans are cemented.
6.	5-Year Forecast <ul style="list-style-type: none"> - Various components mean we will save £40,000 this year however local authority partners have changed their contributions and overall this leads to a loss of £36,000 over the 5 year period. - A 2% pay rise is built in each year (not committed).

7.	<p>Local Partner funding</p> <ul style="list-style-type: none"> - Many partners are withdrawing their funding. To understand the impact on Together Active, two scenarios were modelled: - Model 1 - only SCC contributing. - Model 2 - works on a subscription basis of a smaller fee per year per partner. - The current year is not too much of a concern but going forward funding will not be available from many partners. - Strategically it may be time to draw away from the service level agreements. - The group agreed to ensure we sustain relationships with LA's, discuss the subscription concept with PALS and reapproach Tamworth and South Staffordshire.
8	<p>Risk Register</p> <ul style="list-style-type: none"> - The ongoing risk register and the Covid risk register have been combined. - The risk from annual expenditure being greater than annual income has been included as discussed at the last meeting. - We will understand the full offer from Sport England in September 21. - Staff wellbeing and capacity – to be raised at Board. - Malcolm and Kimiyo to conduct calls to the team regarding wellbeing.
9	<p>Finance Policy amendments</p> <ul style="list-style-type: none"> - We now need to factor in depreciation on fixed assets. - Office furniture will need to be purchased if we are working in the Hub which could be depreciated as a lump sum. - It was agreed that items costing over £750 (not including VAT) would be classed as Fixed Assets and depreciated at the rates stated in the finance policy. - This will now go the Board for sign off.
10	<p>AOB</p> <p>The Board mileage rate of 52.2p is above the tax threshold and we discussed dropping this to 45p, which is the maximum allowed by HMRC with no tax implications – to be included in the FAG report to the Board.</p>
11	<p>Date of next meetings</p> <ul style="list-style-type: none"> - Tuesday 6th April 2021, 11am - Tuesday 6th July 2021, 11am - Tuesday 5th October 2021, 11am

Actions	Owner	Date
1. JK to view APs and other charities final accounts and Trustee Reports on the Charity Commission website (similar sector and size).		
2. Malcolm and Kimiyo to conduct calls to the team regarding wellbeing.		

Item	Decisions
1.	- It was agreed that items costing over £750 (not including VAT) would be classed as Fixed Assets and depreciated at the rates stated in the finance policy

Prepared By	Date	Checked By	File Code
Hazell Thorogood	12.01.21	Kimiyo Rickett	Finance Audit Group Minutes 12.01.21

