

Minutes of the Get Berkshire Active (Berkshire County Sports Partnership)

AGM Board Meeting

20th September 2017

10:00-10:30

Longridge Activity Centre, Quarry Rd, Marlow, SL7 1RE

Present: Sue Anstiss (SA) (Chair), Karen Ross MBE (KR), Avril Couper (AC), Carole Thelwall-Jones (CTJ), Amanda Foister OBE (AF); Ria Ingleby (RI), Nigel Howe (NH);

In Attendance Brett Nicholls (BN) (CEO Get Berkshire Active), Claire Sweeney (CS) (Financial Director), Donna Callowhill (DC) (Admin Assistant). Radojka Miljevic (RM) – Campbell-Tickell consultant

Apologies: William Bird (WB), Naveed Mohammed (NM), Paul Owen OBE (PO), Alison Alexander (AA), Derek Peuple (DP)

Item	Description	Action	Deadline
1.	<p>Welcome and Apologies for Absence</p> <p>SA welcomed all attendees to Longridge Activity Centre Apologies received from WB, NM, PO, AA, DP</p> <p>SA/BN introduced RM who joined the meeting as a board observer from Campbell-Tickell. Rad provides independent advice and insight, supporting good practice within the CSP board of trustees' committee.</p> <p>BN explained our new board member, Alison Alexander, (MD, RBWM council) had sent apologies for her absence. Alison will join the next meeting in December as planned. BN provided an overview of Alison's profession, background, interests and involvement.</p>		
2.	<p>Election of Directors</p> <p>No Directors required for re-electing at this AGM.</p> <ul style="list-style-type: none">Decision: Board confirmed and approved the election of new member Alison Alexander (MD, RBWM council) <p>BN shared the <i>tracking of election</i> document, confirming this supported the latest board of governance and terms of service requirements and advised no further re-</p>		

5.	<p>Audit information</p> <p>It was noted that the Trustees are aware or have made themselves aware of any relevant audit information needed by the auditors in preparing their report and have taken appropriate steps to establish that the Company's auditors are aware of that information.</p>		
6.	<p>Auditors</p> <ul style="list-style-type: none"> • Decision: Board discussed and approved <i>Richardson Jones of Marlow</i> to continue as GBA's appointed Auditors for 2017/2018. CS confirmed this would be their 3rd year. <p>Board to decide if a change of Auditors is required for year 4 (2018/2019)</p> <ul style="list-style-type: none"> • Action: BN to add above as a discussion point into March 2018 Board agenda 	BN	March 2018
7.	<p>Approval of amended Articles of Association</p> <p>BN shared <i>Articles of Association</i> document with the Board, and talked through all track changes which had recently been made, covering: length of service; independence; and E&D.</p> <p>The Board approved all changes within the above areas.</p> <p>BN further advised the <i>Terms of Reference</i> document outlines the rules and process of how absent Board members can provide their opinions and query agenda items, minutes and action points. RM provided insight and thoughts on this, and outlined areas to consider in relation to the above. The Board were advised to discuss with BN outside of the meeting should they have further queries.</p> <p>SA confirmed the September 2017 AGM meeting as finalised.</p>		