

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

### AGM Board Meeting

26<sup>th</sup> September 2019  
12.40-13.00

**Venue:** Elizabethan Room, The Abbey, Bisham Abbey National Sports Centre, Marlow Road, Nr. Marlow, SL7 1RR.

**Present:** Sue Anstiss MBE (SA) (Chair), Avril Couper (AC), Carole Thelwall-Jones (CTJ), Amanda Foister OBE (AF), Paul Owen OBE (PO), Derek People (DP) Graeme Harrison (GH)

**In Attendance** Brett Nicholls (BN) (CEO Get Berkshire Active), Claire Sweeney (CS) (Financial Director), Denise Peplow (DAP) (Admin Assistant) Adrian Ledbury (AL) Active Partnership Network

**Apologies:** Karen Ross MBE (KR), William Bird MBE (WB), Ria Ingleby (RI), Tessa Lindfield (TA), Nadeem Janjua (NJ)

Item	Description	Action	Deadline
1.	<p><b>Welcome and Apologies</b></p> <p>SA welcomed all attendees to Bisham Abbey. Apologies received from KR, WB, RI, NJ, TL.</p>		
2.	<p><b>Election and Re-election and Resignation of Directors</b></p> <p>BN advised three Board Directors had reached the end of their current term of service and need to either retire or stand for re-election:</p> <ul style="list-style-type: none"><li>• Amanda Foister – recommend extension for 1 further year or until successful replacement whichever is shorter</li><li>• William Bird – to resign or stand for re-election (x 1 term of 3yrs max)</li><li>• Carole Thelwall-Jones – to resign or stand for re-election</li></ul> <p>BN confirmed that WB would not stand for re-election given the other commitments on his time and would be stepping down with effect from 26<sup>th</sup> September 2020 but that he would be happy to continue to support GBA wherever appropriate.</p> <ul style="list-style-type: none"><li>• <b>Decision:</b> AF confirmed she was happy to extend for one further year or until a successful replacement is found.</li></ul>		

Item	Description	Action	Deadline
	<ul style="list-style-type: none"> <li><b>Decision:</b> CTJ confirmed she would like to stand for re-election. AC proposed the re-election, PO seconded and the election was approved by the Board.</li> <li><b>Action:</b> The recommendation is to start the recruitment process for WB, AF and DP (final term ends Sep 20) early in the new year, with a particular focus on education contacts for replacing DP. BN to prepare the board recruitment advert and application pack.</li> </ul> <p>The Board expressed its appreciation and thanks to WB.</p> <ul style="list-style-type: none"> <li><b>Action:</b> BN to send WB a formal letter of thanks for his time and service to GBA</li> </ul> <p><b>Board Attendance</b></p> <p>Prior to the meeting BN shared Information on up-to-date attendance.</p> <p>BN commented that GBA really appreciate and values the support of the Board as volunteers and whilst 100% attendance at Board meetings was encouraged, it was recognised that it was not always feasible. GH asked if the dates for the 2020 Board Meetings could be provided in advance and SA confirmed these will be discussed in the Board Meeting to follow.</p> <p>No further comments or actions – SA thanked trustees for input, closed agenda item.</p>	<p><b>BN</b></p> <p><b>BN</b></p>	<p><b>Jan 2020</b></p> <p><b>Oct 2019</b></p>
3.	<p><b>Financial Statements: Approval of Trustees Report and Accounts 2018-2019:</b></p> <p>BN confirmed the Annual Accounts' Report has been scrutinised by the F&amp;G Committee and signed by SA and AF (as Chair of F&amp;G Committee) as the up to date Accounts were needed for submission as part of the School Games BCF bid. No audit issues had been raised by the Auditors.</p> <ul style="list-style-type: none"> <li><b>Decision:</b> Board agreed approval (PO proposed, GH seconded).</li> </ul> <p>SA thanked trustees for input, closed the agenda item.</p>		

Item	Description	Action	Deadline
4.	<p><b>Audit information:</b></p> <p>The Board were made aware of their duty to:</p> <p>To ensure the Trustees are aware or have made themselves aware of any relevant audit information needed by the auditors in connection with preparing their report and have taken appropriate steps to establish that the Company's auditors are aware of that information.</p> <p>Board members were satisfied with the above.</p>		
5.	<p><b>Auditors: To discuss/approve the appointment of auditors for 2019-2020.</b></p> <p>GBA have now completed 4 years with current Auditor Richardson Jones and best practice would be to change at this stage. CS obtained 3 quotes. The F&amp;G Committee have recommended appointing Wilkins Kennedy (new company who bought previous auditor - MR Salvage) who quoted £2,950 + VAT, which is an increase of £200 but CS explained that our previous audit fees were very low compared to the market rate.</p> <p>BN commented that whilst GBA's size does not warrant a full audit, Sport England require it under their governance requirements.</p> <ul style="list-style-type: none"> <li>• <b>Decision:</b> the Board discussed and approved the appointment of Wilkins Kennedy as GBA's appointed Auditors for 2019-2020 (CTJ proposed, DP seconded).</li> </ul> <p>The Board formally sent thanks to the finance committee and auditors for their contributions.</p> <p>SA thanked trustees for input, closed the agenda item.</p>		
6.	<p>SA thanked the trustees for their input and formally declared the September AGM as closed.</p>		