

Minutes of the Get Berkshire Active

AGM Board Meeting

24th September 2020
10.00 -10.30

Microsoft Teams (recorded session)

Chair: Jason Worthy

Present: Jason Worthy (JW) (Chair), Avril Couper (AC), Carole Thelwall-Jones (CTJ), Paul Owen OBE (PO), Karen Ross MBE (KR), Graeme Harrison (GH), Jo Halliday (JH), Tameena Hussain (TH), Rebecca Leach (RL), Richard Parker (RP)

In Attendance Brett Nicholls (BN) (CEO Get Berkshire Active), Claire Sweeney (CS) (Financial Director), Donna Callowhill (DC) (Admin Assistant)

Apologies: Ria Ingleby (RI), Tessa Lindfield (TA)

Item	Description	Action	Deadline
1.	<p>Welcome and Apologies</p> <p>JW welcomed all attendees to the meeting.</p> <p>Apologies received from RI, TL</p>		
2.	<p>Election and Re-election and Resignation of Directors + Update on Board attendance</p> <p>I. JW confirmed there are no Board Member retirements</p> <p>II. Board re-affirmed and concluded the following members will hold the positions below, no objections or concerns were raised.</p> <p>a. Chair of the Board – Jason Worthy b. Chair of the F&G Avril Couper c. E&D Champion – Karen Ross d. Safeguarding Champion – Jo Halliday e. GBA Awards – Carole Thelwall-Jones</p> <p>III. Prior to the AGM, JW contacted all members to provide the opportunity to nominate themselves for the Senior Independent Director (SID) & Vice Chair role (replacement of Derek Peaple - recently retired from the Board).</p>		

Item	Description	Action	Deadline
	<p>-After receiving updates, JW confirmed RP has been nominated for the role and accepted. CTJ seconded for RP to fill the position. No further comments or objections made.</p> <p>-JW confirmed in the event of any future absence from himself, RP would step in to lead the Board meeting.</p> <p>-The Board thanked and expressed their appreciation to RP.</p> <p>DECISION: Untied approval for RP to replace Derek Peale as the new Senior Independent Director (SID) & Vice Chair</p> <p>No further comments or actions – JW thanked trustees for input, closed agenda item.</p>		
3.	<p>Financial Statements: Approval of Trustees Report and Accounts 2019-2020</p> <p>BN confirmed the Annual Accounts Report has been scrutinised by the F&G Committee in the previous Finance meeting. CS confirmed accounts were approved as forecast and these had been audited. BN added a note of thanks to CS for her exceptional work and diligence in preparing our accounts for the external audit. BN positively noted that no issues were raised from the auditors this year and mentioned this had been the case over the past 9 years across a variety of auditors.</p> <ul style="list-style-type: none"> • DECISION: Board unanimously approved the accounts • Action: Accounts now need signing by the Chair and Chair of F&G <p>BN thanked trustees for input, closed the agenda item.</p>	JW & AC	ASAP

Item	Description	Action	Deadline
4.	<p>Audit information:</p> <p>BN reiterated the Board were made aware of their duty 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>Auditors: Discuss/approve the appointment of auditors for 20-21</p> <p>BN advised the committee that a nomination was required to appoint auditors for the following year.</p> <p>CS recommended that we should look to retain WilkinsKennedy (now renamed as Azets) for a second year (this being their first) and that GBA (as best practice) should not have the same auditors for more than 4 years.</p> <ul style="list-style-type: none"> • Decision: There were no objections to the above, the Board approved the appointment of Azets as GBA's continued Auditors for next year. <p>ACTION: CS to confirm with Azets their appointment for 2020-2021</p> <p>The Board sent thanks to the finance committee and auditors for their contributions.</p> <p>BN thanked trustees for input, closed the agenda item.</p>	CS	October 2020
6.	<p>JW thanked the trustees for their input and formally declared the September 2020 AGM as closed.</p>		