

Minutes of the Get Berkshire Active

**AGM Meeting
28th Sep 2023**

1000-1030

Venue: Elizabethan Room, Bisham Abbey

Chair: Richard Parker

Present: Richard Parker (Chair), Avril Couper (AC), Karen Ross MBE (KR), Jo Halliday (JH), Paul Owen OBE (PO), Victoria Bradley (VB), Harjinder Obhi (HO), Helen Keen (HK),

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

Apologies: Tameena Hussain (TH), Rebecca Leach (RL),

Item	Description	Action	Deadline
1.	Welcome and Apologies RP welcomed all attendees with thanks to everyone for attending. Apologies received from TH, RL, Agenda item closed		
2.	Election and Re-election and Resignation of Directors + Update on Board attendance I. Update on Board Member retirements & recruitments in the period since Sep 22 <ul style="list-style-type: none">• No retirements to report.• Helen Keen and Victoria Bradbury joined the board in Dec22 II. Board Members finishing current terms and requiring re-election at this meeting reported as: <ul style="list-style-type: none">• RP (from Mar 2023)• JH (from Mar 2023)• TH (from Mar 2023)• RL (from Mar 2023) All 4 individuals expressed interest to be re-elected (their 2 nd Term, for 3 years).		

Item	Description	Action	Deadline
	<p>Approval & Decision: RP, JH, TH, RL confirmed to extend in their roles for another term as outlined above. Board approved the re-election. No objections were made. AC approved as first, PH as second approval.</p> <p>III. Board to re-affirm the following members and positions:</p> <p>Board requested to formally re-affirm the following positions:</p> <ul style="list-style-type: none"> • Chair of the Board – Richard Parker • Chair of the F&G & SID Avril Couper • Safeguarding Champion – Jo Halliday • Risk Champion Harjinder Obhi • E&D Champion – Karen Ross: NB as part of the EDI governance work (to be updated in main meeting) a new set of TORs for this role will be created and at this stage we are suggesting the Board EDI group look at who wants to take on this new role. <p>Action: KR to discuss the above position in relation to individual term of service, to confirm with BN outside of meeting.</p> <p>BN explained the term of reference ‘SID’ as Senior Independent Director</p> <p>Approval & Decision: Above members confirmed to extend in their roles for another term as outlined above. Board approved the above trustee members and positions. No objections made.</p> <p>IV. Confirm status/Board Attendance</p> <p>Links to both of the above were shared in advance of the meeting and briefly discussed during.</p> <p>Agenda item closed</p>	KR/BN	Oct/Nov 23
3.	<p>Financial Statements: Approval of Trustees’ Report and Accounts 2022-2023 (document previously attached with the agenda).</p> <p>BN advised GBA’s Annual Accounts Report had been seen and scrutinised by the F&G Committee in the meeting prior to the AGM. Noted a formal Board Approval required along with signatures by RP & AC.</p> <p>CS confirmed accounts are all in line with what has been communicated already with the year-end position, with exception of the below notifications, which were raised for awareness:</p>		

Item	Description	Action	Deadline
	<p>-Invoice error noted. CS explained GBA had missed a process and explained this had since been resolved.</p> <p>-BN signed audit papers (previously completed)</p> <p>Approval & Decision: Accounts unanimously and formally approved by the Board</p> <p>Approval: RP & AC provided signatures as required for the financial accounts formal sign off.</p> <p>Agenda item closed</p>		
4.	<p>Audit Information: <i>agenda item to ensure 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.</i></p> <p>Decision: Board confirmed they were aware of the Audit information and its process (current auditors being 'Richardson Jones') and were satisfied with the above, no further questions raised</p> <p>BN/RP thanked trustees for input.</p> <p>Agenda item closed.</p>		
5.	<p>Auditors: To discuss/approve the appointment of auditors for 23-24</p> <p>CS made recommendation that GBA look to retain current auditors for a further year. CS advised numbers remain as expected and that charities face issue of higher costs for a full budget, therefore a sensible recommendation to stay with current provider 'Richardson Jones'.</p> <p>CS further confirmed GBA are still within the timescales for re-using the same company and have the capacity if required to move across to a different partner within the same audit organisation.</p> <p>Approval & Decision: Board approved to remain with (and re-appoint) the current auditors <i>Richardson Jones</i> for 23-24 period.</p> <p>RP thanked the trustees and formally declared the September 2023 AGM closed.</p>		