

Minutes of the Get Berkshire Active

AGM Board Meeting

23 September 2021 1400 -1430

Venue: Bisham Abbey

Chair: Richard Parker

Present: Richard Parker (Chair), Carole Thelwall-Jones (CTJ), Paul Owen OBE (PO), Karen Ross MBE (KR), Graeme Harrison (GH), Jo Halliday (JH), Tameena Hussain (TH), Rebecca Leach (RL), Harjinder Obhi (HO)

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

Apologies: Jason Worthy (JW); Avril Couper (AC)

Item	Description	Action	Deadline
1.	<p>Welcome and Apologies</p> <p>RP warmly welcomed all attendees with thanks to everyone for attending the first face to face meeting since covid rules lifted.</p> <p>Apologies received from JW, AC</p>		
2.	<p>Election and Re-election and Resignation of Directors + Update on Board attendance</p> <p>I. RP confirmed there are no Board member retirements as of 23 Sep 2021. CTJ indicated (as mentioned in previous meetings) that she will retire from the Board at the end of her current term of office – Sep 22. The Board thanked and expressed appreciation to Carole for her time and commitment to date with GBA (CTJ is currently on the 5th year with GBA).</p> <p>II. Board re-affirmed the following members and positions:</p> <p>a. Chair of the Board – Richard Parker b. Chair of the F&G & SID - Avril Couper c. E&D Champion – Karen Ross</p>		

Item	Description	Action	Deadline
	<p>d. Safeguarding Champion – Jo Halliday e. GBA Awards – Carole Thelwall-Jones f. Risk Champion – Harjinder Obhi (as a new role)</p> <ul style="list-style-type: none"> • DECISION: Board approved the above trustee members and positions. <p>No further comments or objections made.</p> <p>BN/RP thanked trustees for input. Agenda item closed.</p>		
3.	<p>Financial Statements: Approval of Trustees Report and Accounts 2020-2021 (documents attached and circulated to the Board, prior to the AGM meeting)</p> <p>CS advised the Annual Accounts Report had been scrutinised by the F&G Committee in the previous F&G meeting. CS requested signature for final approval.</p> <p>CS confirmed accounts were finalised and audited (although slightly delayed), stating accounts remain in line with previous updates.</p> <p>CS further advised the audit report had been sent to GBA with a few clear minimal adjustments which had been fully scrutinized in the F&G meeting prior to this AGM.</p> <p>The Board noted thanks to KR for continued support with proofreading the relevant papers, further thanks were given to the F&G committee and CS for exceptional hard work and diligence in preparing accounts for the external audit.</p> <ul style="list-style-type: none"> • DECISION: Board approved the accounts • ACTION: RP / PO to sign accounts (PO to sign in AC absence) <p>BN/RP thanked trustees for input. Agenda item closed.</p>	RP/PO	COMPLETED in AGM meeting - SEP 2021

Item	Description	Action	Deadline
4.	<p>Audit information:</p> <p>BN reiterated the agenda item to the Board, informing this was 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> <p>Agenda item closed.</p>		
5.	<p>Auditors: Discuss/approve the appointment of auditors for 21-22</p> <p>CS explained GBA had experienced some delays with the current company (Azets Audit Services) and noted along with report delays and increased costs, it could be worthwhile to seek alternative options before appointing the next auditor for 2021-22.</p> <p>CS advised she would be happy to compile additional quotes for the December F&G meeting, where a final vote/approved decision from the committee would take place.</p> <p>CS explained that previous auditors Richardson Jones (used prior to Azets) have a competitive price and explained it may be worth consideration to re-appoint, given GBA have encountered a 2-year gap from R&J, therefore in terms of governance this would be deemed acceptable. In addition, CS noted it would likely be possible to select a new partner within the R&J's organisation to ensure best practice is adhered.</p> <ul style="list-style-type: none"> • Decision: There were no objections to the above, the Board agreed to re-look at alternative options, discuss, vote and approve the 2021-22 auditors within the GBA December 2021 Board meeting. • ACTION: CS to prepare auditors quotes/proposals the next Board meeting in December 2021. 	CS	December 2021

Item	Description	Action	Deadline
	<ul style="list-style-type: none"> • ACTION: Current approved accounts to be submitted to 1. charities commission and 2. companies house <p>The Board thanked CS, the finance committee and auditors for their contributions.</p> <p>RP thanked trustees for input. Agenda item closed.</p>	CS	October 2021
6.	RP thanked the trustees and formally declared the September 2021 AGM as closed.		