

Minutes of the Meeting of the Board of Directors
Monday 21st April , 10.30am and Tuesday 22nd April 2008, 9.30am

Present: D. Little (Chairman), A. Kelly (Vice-Chairman), A. Hill (Finance Officer), N. Gardner (Company Secretary), A. Corkett, Ms. E. Norman, R. Goodswen, R. Williams, A.J. Wilson, Mrs. G. Poole, Mrs. S. Knight (Chief Officer)

1. Apologies

A. Davies, Mrs. A. L. Deane to arrive later. The Chairman welcomed Sarah Knight (newly appointed Chief Officer, to commence full time on 6.5.08) to the meeting.

2. Minutes of the meeting of 27.3.08

3.20 – It was agreed that the sentence should read “Done, via Halsway Post”. The Chairman then signed the Minutes as a correct record.

3. Matters Arising and Action Points

1. Check “Big Give” website – Done, no amendments necessary
2. Audit fee and possible change of auditor – In hand, R. Goodswen to investigate and report back to next meeting **1→RG, DL**
3. Article on Library marketing person to go into Halsway Post and on the website – In hand **2→AC**
4. Draft paper for meetings – In hand **3→AK**
5. Possible co-options to the Board – Done
6. Send Research on action points of Business Boost to RW – no further input
7. Research on Direct Debits & Standing Orders – In hand **4→AH**
8. Order plaque for Lancashire Folk – In hand **5→DL**
9. Investigate membership of NCVO or other similar organisation – In hand **6→AJW**
10. Send copies of self-declaration form to Directors and information on staff vetting to Personnel group – Done
11. Review of good Governance guide – on Agenda
12. Trustee (GP) to meet David Heard and report – Done
13. Letter to 45 respondents encouraging donations and loans – review donation response at September meeting - **7→DL**
14. Information on wills to be amended slightly and sent to AK to be included on the website – Done
15. Reply to letter from Hannah Wilder regarding pictures – Done
16. Paper on Communications – on Agenda
17. Prepare job description for 2nd duty manager – Done.
(Four applications for duty manager received to date.) Consider possibility for staff pay reviews in November 2008 – Personnel Group meeting, to report back next meeting **8→EN, DL**
18. Report on Library Accounts – In hand, report to next meeting **9→AH, DL**

19. Outside venue charging to be discussed – In hand **10→AH**
20. Implementation of block booking charges for new customers from April 2009 to be discussed - on Agenda
21. Detailed proposals for charging policies from April 2009 – on Agenda
22. Financial Governance and improved control – on Agenda

4. Change of signatories to the bank account

It was proposed by A. Corkett and seconded by R. Goodswen that the Chief Officer be added to the list of signatories. (CO to sign up to £400 on single signature and up to £2,000 with counter signature of a Trustee or the Company Secretary.) Agreed by all.

5. Financial Report

The financial report was circulated and the Finance Officer pointed out that this was subject to audit. The Board thanked the Finance Officer and his team for producing the set of accounts so early in the month.

6. Budget

It was agreed that instead of £3,000 to be taken from “electrical services” it be taken from “services” in general. (Budget Paper, page 4). The £3,000 to be reinstated to the electrical services budget.

It was proposed by A. Hill and seconded by R. Goodswen that this final budget be accepted, subject to minor changes as discussed. (Insurance to be increased from £16,000 to £18,000; provision for Company Secretary to be increased to £2,000.) This was agreed by all.

It was proposed by A. Kelly and seconded by A. J. Wilson that the Chairman will delegate authority to the Chief Officer to manage the budget of the Halsway Manor Society and Halsway Manor Ltd as set out in the annual budget adopted by the Board. The delegation shall be in writing and may include such limitations or restrictions as the Chairman shall see fit; and also that the Chief Officer is authorized to further delegate to her staff as she sees fit. Such delegation shall be in writing and may contain such limitations and restrictions as she sees fit. This was agreed by all.

3.21 – Detailed proposals for charging policies from April 2009

It was proposed by R. Williams and seconded by R. Goodswen that a decision on the charging policies paper produced by A. Hill, be deferred until such time as the CO has been able to make comparisons with other organisations and to draw up preliminary proposals. To report to July meeting. **11→CO, DL**

Mrs. A. L. Deane joined the meeting.

Lunch was taken at 1pm

2pm

7. Joint Meeting with the Friends - See Separate Minutes

8. Report of Finance Group to include a resume of its role

A. Hill gave a resume and the group answered questions from the CO

9. Report of Personnel Group to include a resume of its role

Ms. E. Norman gave a resume and the group answered questions from the CO

10. Report of Program Development & Marketing group to include a resume of its role

A. Corkett gave a resume and the group answered questions from the CO.
T. Kelly gave a review of the website & answered questions from the CO.

11. Report of Estates Group to include a resume of its role

R. Williams gave a resume and the group answered questions from the CO

12. Time for questions from the CO – Dealt with above

13. Review of Good Governance Guide –

To be discussed later in Agenda

17. Management Report

R. Williams (temporary manager) circulated his report. It was agreed that the clock in the Long Room will be re-hung above the door to the Mardon Room and Richard Stirling's proposals for cleaning, repair and re-hanging of the pictures were accepted subject to funds being made available (approximately £200). It was agreed that a letter would be sent to Hannah Wilder to inform her about the refurbishment of the pictures and frames and the expected costs.

12➔NG

Meeting adjourned at 5pm

Tuesday 22nd April 2008 – 9.30am

Apologies were received from Mrs. A. L Deane, A. Davies. R. Goodswen to attend later

14. Applications for Membership

Two applications were received from Ken and Bertha Winter and these were accepted. It was agreed that the Company Secretary will ascertain the current number of members. **13→NG**

15. Company Secretary's Report

The Company Secretary circulated his report. He informed the Board that as from 1st April 2008, private companies may have a Company Secretary, but they are not now legally obliged to have one (however the jobs still need to be done), whereas PLC companies still must have a Company Secretary.

18. Old Water Supply

The Company Secretary reported that he felt it would be prudent for HM to keep access to the water supply in case of fire. He circulated a copy of a letter sent to David Alford at the Council Offices.

It was proposed by A. Kelly and seconded by A. Hill that the Company Secretary be authorised to discuss details of the water supply with all the parties who have a right to the private water supply at HM to ascertain their views on the present state of affairs. R. Goodswen and A. Corkett offered their help. This was agreed by all.

16. Correspondence

1. Letter from Brendon Lodge to inform HM that they are using their own bore hole and therefore they feel that the letter from Mr. Alford does not apply to them.
2. Information about Charity badges – passed to AC
3. Letter from Lyng Hopwood – requesting membership card, informing of virus infections, requesting donation feedback. To reply, stating that HM was commended by the Public Health Authority for the measures taken by them **14→DL**
4. 2 emails with favourable comments about the recent weekend course (Last Minute.Come to Halsway)
5. A. Kelly reported that he had received a further anonymous email as a follow up to the previous anonymous complaint – he will post a notice on the web site stating that anonymous messages will not be accepted for publishing. **15→AK**

19. Strategy to streamline the Board

Good Governance: “Code for the Voluntary and Community Sector Summary” booklet was circulated. It was agreed that A. J. Wilson will write a paper on ‘Principle 5: Board delegation’ for the next meeting. **16➔AJW, DL**

20. Paper on Communications (email newsletter)

A. Kelly circulated his paper. It was agreed that a year’s trial of an electronic newsletter will take place (24/12).

21. Costings of Control System for new heating boilers

R. Williams stated he had nothing new to report

22. Financial Governance and improved control

The Finance Officer stated that he felt that this had been adequately dealt with in the financial report and budget.

23. AOB

1. It was agreed that the CO will take over Events Management following the commencement of her employment on 6.5.08, following discussions with the Events Manager
2. Volunteers – It was agreed that for particular specific tasks, volunteers will be requested to contact the Director responsible for the particular project (in conjunction with the CO)
3. Heritage Open Day - held on 2nd weekend in September. Mrs. Poole will obtain more details and report back following discussions with the CO
17➔GP,CO
4. Email from Peter Gutteridge to Rod Stradling – Intellectual Property Rights of music used on courses held at HM. A. Corkett to research and produce a general paper on IPR for July meeting.
18➔AC, DL

There being no further business the Chairman closed the meeting at 12.30pm

Frances Oates,
Minutes Secretary

NB Last date for sending items for next meeting is Saturday 17th May, 2008-04-22

Dates of next meeting: Tuesday 27th May 2008, Tuesday 8th, Wednesday 9th July 2008, Thursday 14th August if necessary, Thursday 25th September, AGM Sunday 5th October 2008.