

Local Trust board meeting minutes, decisions and actions

19 March 2014

Local Trust, Unit D, 15-18 White Lion Street, London, N1 9PD

Discussion and decision	Action
<p>1. Present</p> <p>Trustees</p> <p>Kevin Sugrue (chair), Kathryn Kane, Ben Lee, Peter Mills, Cliff Prior, Andrew Robinson, Alison Seabrooke, Penny Shepherd, Jonathan Taylor, John Whitton</p> <p>Non-trustees</p> <p>Peter Thurston (Big Local Trust protector)</p> <p>Debbie Ladds, Rachel Rowney, Jayne Humm, Nicola Hutcheson, Wendy Joynes (minutes) (Local Trust)</p>	
<p>2. Apologies for absence</p> <p>There were no apologies received.</p>	
<p>3. Conflicts of interest</p> <p>Andrew Robinson: director, CCLA (fund manager, Big Local Trust) and trustee, CDF (delivery partner, Big Local)</p> <p>Alison Seabrooke: chief executive, CDF (delivery partner, Big Local)</p> <p>Ben Lee: director, NANM (delivery partner, Big Local)</p>	
<p>4. Minutes of last meeting and matters arising</p> <p>It was agreed that: the minutes of the meeting on 11 December 2013 be approved as an accurate record.</p> <p>There were no new matters arising.</p>	
<p>5. Finance and audit</p> <p>5.1 Minutes of the finance and audit sub-committee held on 27 February 2014.</p>	

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<p>The board received and noted the minutes.</p> <p>5.1.1 Budget planning and monitoring recommendation</p> <p>The board had a full discussion on the budget planning and monitoring recommendations. Kevin also congratulated Nicola on the report.</p> <p>In answer to questions raised by the board:</p> <p>Nicola explained that cashflow had not yet been shared with CCLA. She also explained that it was an optimistic view with the possibility of spending less not more. The subject of variance setting would be a matter for Debbie/Nicola and the investment sub-committee who will then recommend to the board.</p> <p>There was also discussion around inflation and Kevin felt that this was a subject worth looking at and that Local Trust could talk to CCLA and come back to the board with an analysis.</p> <p>The board then took the recommendations with the following outcomes:</p> <p>Agreed to accept the monitoring report for the quarter ended 31 December 2013.</p> <p>Agreed to adopt the reforecast budget for 2013/14.</p> <p>Agreed that in future, explanation for variances of 10% are required only on amounts of £10,000 or greater.</p> <p>Noted the balance sheet.</p> <p>Noted the 2014-16 cashflow and the assumption on which it is based be drawn to the attention of the investment sub-committee.</p> <p>5.1.2 2014/15 Budget and the revised 15 year budget</p> <p>The board had a full discussion on the 2014/15 budget and the revised 15 year budget.</p> <p>In answer to questions raised:</p> <p>Staff costs - Debbie explained that staff costs are to be reforecast yearly based on need.</p> <p>Protector expenses - the budget for this contains funds for legal advice, as the protector is entitled to external advice.</p> <p>Strategic learning - this includes a budget for the film project.</p> <p>Rep costs - Rachel explained that reps are on minimal contracts so this figure would not be likely to reduce any further and that they are budgeted for only one day a month once a plan is endorsed.</p> <p>The board then took the recommendations with the following outcomes:</p>	<p>Debbie/Nicola to talk to CCLA</p>

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Review sub-committee terms of reference – Agreed that the investment sub-committee terms of reference continue unchanged.	
<p>7. Big Local</p> <p>7.1 Big Local update</p> <p>Kevin congratulated Rachel on the report being increasingly more helpful and meaningful.</p> <p>Rachel advised that there was a plan to introduce training for areas on how to manage conflict.</p> <p>The board noted the report.</p> <p>7.2 Update on Big Local research and learning</p> <p>Jayne explained that interviews to appoint an evaluator had taken place and a decision was due within the next week.</p> <p>The board had a discussion on helping areas to promote their ideas. Debbie explained that help is given and that Local Trust would be moving more into this area next year as budgets and plans are created. She is happy to share information with trustees by email rather than wait until the next board meeting.</p> <p>There were no other questions and the board therefore noted the report.</p>	
<p>8. Chief executive report, including any urgent verbal report</p> <p>There was some discussion around corporate partners and Debbie said that if trustees had any ideas she was happy to follow them up. Kevin raised the issue of the involvement of the Police in Big Local. Kathryn explained that there had been significant cuts in police resources and so it was a case of what the police are able to provide. Jonathan suggested that the Association of Chief Police Officers (ACPO) could be contacted as well as commissioners.</p> <p>There were no further questions and the board therefore noted the report.</p> <p>8.2 Board vice-chair</p> <p>The board Agreed with option 4.2 in the paper that a board vice chair is not now needed, given that the board had settled down well since July 2013. Although the resignation of the then chair was sudden, the board did navigate the situation in an appropriate way and could do so again if the need arose.</p>	
<p>9. Strategic issue discussion</p> <p>9.1 The board offered comments and suggestions on the Local Trust strategy, including:</p>	

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<ul style="list-style-type: none"> • Explaining the difference between Local Trust and its competitors; • Involvement in lobbying as opposed to providing evidence for lobbying; • Is using our skills/knowledge to capacity build other organisations a strategic priority? • Geographical scope; • Just geographical communities or also communities of interest? • The emphasis should be on Local Trust rather than Big Local <p>Debbie will think about the suggestions and comments put forward and come back to the board with a second draft.</p>	Debbie
<p>10. Any other business</p> <p>There was no other urgent business, and the meeting therefore closed at 5pm.</p>	
<p>11. Dates of future meetings</p> <p>Full board meetings, 2-5pm at Local Trust's offices -26 June 2014</p> <p>Finance and audit sub-committee, 2-4pm at Local Trust's offices - 3 June 2014</p> <p>Investment sub-committee, 2-4pm at Local Trust's offices – 15 May 2014</p>	

Kevin [Signature]

07/07/2014