

# Local Trust board meeting minutes, decisions and actions

14 December 2017

Conference room D, 5<sup>th</sup> Floor, CAN Mezzanine, 7-14 Great Dover Street, London SE1 4YR

Discussion and decision	Action
<p><b>1. Present</b></p> <p><b>Trustees</b></p> <p>Kevin Sugrue (chair), Penny Shepherd, Jonathan Taylor, Ben Lee, Andrew Robinson, Peter Mills and John Whitton (on skype).</p> <p><b>Non-trustees</b></p> <p>Matt Leach, Nicola Hutcheson, and Wendy Joynes (minutes) (Local Trust)</p>	
<p><b>2. Apologies</b></p> <p>Apologies were received from Daniel Goodwin, Karen Riches, Kathryn Kane and Alice Casey</p>	
<p><b>3. Declaration of interest</b></p> <p>Ben Lee: director, NANM (delivery partner, Big Local)</p> <p>Peter Mills, owner, Brand Ethos (commissioned by UnLtd, delivery partners for Big Local)</p> <p>Andrew Robinson: director, CCLA (investment manager, Big Local Trust and Local Trust) and trustee of Community Development Foundation</p>	
<p><b>4. Finance and audit</b></p> <p><b>4.1 Audit findings report for Local Trust for 2016-17</b></p> <p>Members' attention was drawn to the minor matters identified during the audit.</p> <p>Members were advised that the possibility of the audit responsibility for trustees being split from finance in a separate new committee had been discussed with the auditors and was not seen as presenting any difficulty.</p> <p>The new GDPR regulations around data were discussed and members were informed that there is a staff working group, who are working through a process to ensure we are compliant in time for the May 2018 deadline. An update will be brought to the March 2018 board.</p>	<p>Update on          GDPR to          March 2018          board</p>

Discussion and decision	Action
<p>There were no further questions or comments and the board <b>approved</b> the audit findings report for Local Trust for 2016-17.</p> <p><b>4.2 Annual report and accounts 2016-17 for Local Trust and Big Local Trust</b></p> <p>Jonathan introduced the report and advised that, going forward, there will be discussions about the format and design of the accounts next year.</p> <p>There were no more questions or comments and the board <b>approved</b> the annual report and accounts 2016-17 for Local Trust and Big Local Trust.</p> <p><b>4.3 Letter of representation</b></p> <p>There were no questions or comments raised as the letter was the same as last year. The board therefore <b>agreed</b> that the letter of representation be signed.</p> <p><b>4.4 Auditors</b></p> <p>There were no questions or comments raised about the re-appointment of the auditors and the board therefore <b>approved</b> the re-appointment of CCW for 2017-18, with a review of auditors thereafter.</p>	
<p><b>5. Update to finance manual</b></p> <p>Matt explained that he had met with the Big Lottery Fund, and it was still uncertain if a new protector would be appointed. Big Lottery Fund will contact Local Trust in the new year with a decision on a new protector. Staff had reviewed the finance manual and any references to "the protector" would be replaced with "the chair".</p> <p>In answer to a question, Members were assured that this would be the position only until a decision had be made about a replacement protector.</p> <p>There were no other questions or comments raised and the board therefore <b>agreed</b> the changes to the finance manual.</p> <p><b>6.</b> There was no other urgent business and the meeting closed at 11.25am.</p>	

Kevin Longden

Chair

14/05/2018