Minutes of the Executive Committee

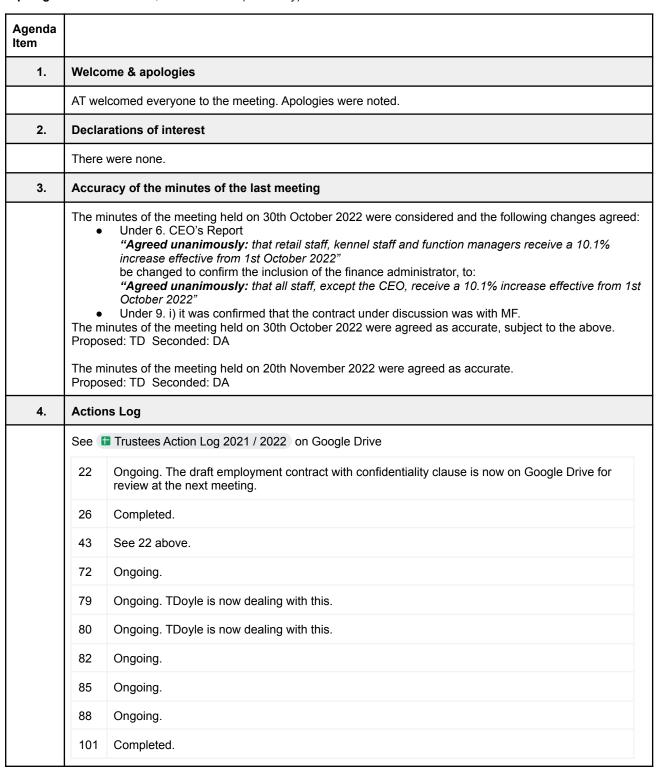
11th December 2022

Held at 10.00 via Zoom

Present: Alain Thomas (Chair), Debra Allen (Vice chair), Tina Dunstan (Treasurer), Malcolm Eames, Magda Gryczmanska, Essex Havard, Jenny Newbury, Julie Payne.

In attendance: Tim Doyle, Karen Townend.

Apologies: Claire Gardner, Claire Lawson (Secretary).





	102	Completed.
	103	Ongoing. TD & officers group are now dealing with this.
	107	Ongoing. TDoyle is preparing a draft by 11/1/23.
	116	Completed.
	117	Completed.
	118	Completed. Officer group meetings are now minuted.
	119	Ongoing for 2023.
	120	Ongoing. Will be done as part of the benchmarking exercise. ACTION : TD and TDoyle to set a timetable for this work.
	121	Ongoing.
	122	Ongoing.
	123	Ongoing.
	124	Completed.
	125	Ongoing.
	126	Completed.
	127	Completed.
	128	Completed.
	129	Completed. ME will forward email correspondence to trustees.
5.	Updates and actions from Officers meetings	
	Report on Google Drive. There were no questions or comments.	
6.	CEO Report	
	Report on Google Drive. There was a further update regarding the Abergavenny shop. The landlord has acknowledged the problems with damp and pests, and will appoint contractors to remedy the issues. It's likely to cost £7,000 - £10,000, the landlord has not indicated that he is expecting any contribution from GRW. The shop may be able to reopen within a few weeks, and the cellar may also be usable. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	
	For the benefit of new trustees, AT summarised GRW's financial position. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	
7.	Risk R	Register
	There	er on Google Drive. have been no significant changes since the last meeting. ok at the Abergavenny shop will be updated from a health risk to a financial risk.

The cost of living crisis has been added as a risk affecting retail.

8. Items for discussion

a) Policies

i) Reserves policy

This will now be looked at by the officers group.

A trustee treasurer role description was advertised on Reach Volunteering. There has been one applicant to date but more responses are expected in the new year.

DA and TD have met with DP and he has agreed to continue producing the monthly management reports until a new treasurer has been found. The other tasks which DP handed over will be shared between the officers group and TDovle.

Budget planning for 2023/24 will be a priority in the new year.

ii) Scheme of delegation (and other CEO functions)

TDoyle will prepare a draft for the officers group by 11th January 2023. The paper will then be brought to trustees for approval.

iii) Updated trustee induction policy

DA was thanked for her work updating the policy, and the following changes were agreed:

Point 4. Trustee Code of Conduct
 ACTION: TDoyle to add a link to ASM for electronic signing of the code of conduct.

• Point 16. Regarding email addresses, to be moved to the beginning of the document.

The policy was agreed with the two amendments above.

Proposed: MG Seconded: TD

iv) Staff expenses policy

 A claim form will need to be set up on a private page on the website to allow staff to upload receipts for claims.

Point 10. Waiving Expenses

There is a culture of staff/volunteers not claiming expenses as it is viewed as a burden on the charity. However this makes it very difficult to calculate the true costs of running the charity, and can also deter volunteers from becoming involved if they cannot afford travel costs or other expenses, and feel that it is not usual to claim for those costs incurred. This becomes an issue of inclusion and equality of volunteers.

Advice has been sought from ADCH, and it confirmed that it is accepted practice to always encourage claims be made, and to advise people that if they wish they may donate the same amount (or another amount) back to the charity, with the option to gift-aid the donation too, if they are UK tax payers. This will have to be worded carefully to avoid the implication that people are expected to donate their claimed expenses back to the charity. TDoyle suggested this could be done using a FAQ feature on the page, rather than an automatic redirection to donate.

• A table of the allowance rates needs to be added to the document.

The policy was not formally approved as there is still some work to be finalised on it, but trustees were happy to accept it as a working document, subject to the above points.

v) Volunteers expenses policy

- Point 10. above also applies to this policy
- There was concern expressed about the extra workload for SP if the number of expenses claims
 increases significantly. However, the event sponsor would be responsible for approving claims
 before they are passed to SP for payment, so that work would more likely be shared between
 trustees, function managers and the CEO.
- A table of the allowance rates needs to be added to the document.

The policy was not formally approved as there is still some work to be finalised on it, but trustees were happy to accept it as a working document, subject to the above points.

vi) CPD policy

Trustees discussed the new policy, which allows for a maximum of £200 per staff member, per calendar year, to use towards the cost of courses, qualifications, or activities for their professional development, in addition to training they receive for their job.

Applications would be considered by the CEO and either approved or rejected.

 Trustees discussed whether there should be a clawback if a staff member leaves the organisation within a certain period of having claimed the CPD allowance and decided in favour of a tiered clawback. TDovle will incorporate this into the policy.

 Trustees also agreed that the individual allowances could be pooled if a number of staff wished to receive group training.

The policy was agreed with the above amendments.

When this policy is next reviewed, the take up will be assessed, together with any flexibility in the budget for the amount per person to increase.

New Trustees

JP and JN were asked what their areas of interest/expertise are, and how they would like to contribute as trustees.

JN has a background in policy so is willing to offer support in that area, and has also worked in change management previously, so can contribute to that too if required.

JP would like to develop GRW's activity in West Wales, and also contribute in matters concerning the dogs.

b) 30th anniversary planning

A working group was established to move forward with the anniversary planning. EH, JP and CL will form the group (CL was absent from the meeting but had previously expressed an interest in being on the working group). Terms of reference will be agreed. Staff members and others can be invited to join the group.

ACTION: EH to arrange the first meeting of the 30th anniversary planning working group with CL and JP.

c) Hillcrest project working groups

The Hillcrest project group plans to establish working groups in four distinct areas. The four groups will give guidance on specific issues. The overall design brief will dictate and the working groups will feed in with expertise where necessary. The groups are:

- Energy group
- On-site operations group
- Finishes group
- Landscape group

Groups may overlap or even merge over time to make the process more efficient. Trustees were asked to consider their involvement, for further discussion at the January meeting.

e) GRW membership of UK Greyhound Forum

f) HVP role description

g) Notes from meeting with new trustees

On Google Drive. Not discussed.

9. Date of the next meeting

Sunday 29th January 2023 10.00 - 13.00 via Zoom