

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).

Agenda Item																					
1.	Welcome & apologies																				
	AT welcomed everyone to the meeting. Apologies were noted.																				
2.	Declarations of interest																				
	There were none.																				
3.	Accuracy of the minutes of the last meeting																				
	<p>The minutes of the meeting held on 30th October 2022 were considered and the following changes agreed:</p> <ul style="list-style-type: none">Under 6. CEO's Report "Agreed unanimously: that retail staff, kennel staff and function managers receive a 10.1% increase effective from 1st October 2022" be changed to confirm the inclusion of the finance administrator, to: "Agreed unanimously: that all staff, except the CEO, receive a 10.1% increase effective from 1st October 2022"Under 9. i) it was confirmed that the contract under discussion was with MF. <p>The minutes of the meeting held on 30th October 2022 were agreed as accurate, subject to the above. Proposed: TD Seconded: DA</p> <p>The minutes of the meeting held on 20th November 2022 were agreed as accurate. Proposed: TD Seconded: DA</p>																				
4.	Actions Log																				
	<p>See Trustees Action Log 2021 / 2022 on Google Drive</p> <table border="1"><tbody><tr><td>22</td><td>Ongoing. The draft employment contract with confidentiality clause is now on Google Drive for review at the next meeting.</td></tr><tr><td>26</td><td>Completed.</td></tr><tr><td>43</td><td>See 22 above.</td></tr><tr><td>72</td><td>Ongoing.</td></tr><tr><td>79</td><td>Ongoing. TDoyle is now dealing with this.</td></tr><tr><td>80</td><td>Ongoing. TDoyle is now dealing with this.</td></tr><tr><td>82</td><td>Ongoing.</td></tr><tr><td>85</td><td>Ongoing.</td></tr><tr><td>88</td><td>Ongoing.</td></tr><tr><td>101</td><td>Completed.</td></tr></tbody></table>	22	Ongoing. The draft employment contract with confidentiality clause is now on Google Drive for review at the next meeting.	26	Completed.	43	See 22 above.	72	Ongoing.	79	Ongoing. TDoyle is now dealing with this.	80	Ongoing. TDoyle is now dealing with this.	82	Ongoing.	85	Ongoing.	88	Ongoing.	101	Completed.
22	Ongoing. The draft employment contract with confidentiality clause is now on Google Drive for review at the next meeting.																				
26	Completed.																				
43	See 22 above.																				
72	Ongoing.																				
79	Ongoing. TDoyle is now dealing with this.																				
80	Ongoing. TDoyle is now dealing with this.																				
82	Ongoing.																				
85	Ongoing.																				
88	Ongoing.																				
101	Completed.																				

	<table border="1"> <tr><td>102</td><td>Completed.</td></tr> <tr><td>103</td><td>Ongoing. TD & officers group are now dealing with this.</td></tr> <tr><td>107</td><td>Ongoing. TDoyle is preparing a draft by 11/1/23.</td></tr> <tr><td>116</td><td>Completed.</td></tr> <tr><td>117</td><td>Completed.</td></tr> <tr><td>118</td><td>Completed. Officer group meetings are now minuted.</td></tr> <tr><td>119</td><td>Ongoing for 2023.</td></tr> <tr><td>120</td><td>Ongoing. Will be done as part of the benchmarking exercise. ACTION: TD and TDoyle to set a timetable for this work.</td></tr> <tr><td>121</td><td>Ongoing.</td></tr> <tr><td>122</td><td>Ongoing.</td></tr> <tr><td>123</td><td>Ongoing.</td></tr> <tr><td>124</td><td>Completed.</td></tr> <tr><td>125</td><td>Ongoing.</td></tr> <tr><td>126</td><td>Completed.</td></tr> <tr><td>127</td><td>Completed.</td></tr> <tr><td>128</td><td>Completed.</td></tr> <tr><td>129</td><td>Completed. ME will forward email correspondence to trustees.</td></tr> </table>	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.
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																																		
	<p>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. XX</p> <p>The Neath shop has had to close on a few occasions recently due to staff illness/injury, including relief staff too.</p> <p>For the benefit of new trustees, AT summarised GRW's financial position. XX. Income from retail has been temporarily reduced by the issues at the above shops. KM is focussing on developing income from legacies as a sustainable source of income. Trustees recognise there is no room for complacency. JP asked for a breakdown of income from the individual shops. This is included in the management reports which DP has agreed to continue producing.</p>																																		
7.	Risk Register																																		
	Register on Google Drive. There have been no significant changes since the last meeting. The risk at the Abergavenny shop will be updated from a health risk to a financial risk.																																		

