

Minutes

Finance Committee Meeting

Date: Monday 13th July 2020

Time: 17:00 - 18:30

Venue: Zoom

NO.	ITEM DESCRIPTION
	<p>Welcome, Apologies & Declaration of Interest</p> <p>In attendance: Abdul Towolawi - Healthwatch K&C Local Committee Christine Vigars - Chair, Healthwatch CWL Board Joanna Mark-Richards - Healthwatch CWL Board Layo Yusuf - Treasurer Patrick McVeigh - Healthwatch CWL Board Tania Kernö - Healthwatch CWL Board and Healthwatch K&C Local Committee</p> <p>Staff: Olivia Clymer - CEO, Healthwatch CWL Tsveta Todorova - Finance and Office Manager, Healthwatch CWL</p> <p>Apologies: None.</p> <p>Declaration of Interest: None.</p> <p>LY opened the meeting at 17:05 and welcomed everyone.</p>
1	<p>Minutes from Meeting May 2020 Minutes were accepted as an accurate record of the meeting, with updates to Items Three and Five to be discussed.</p>
<p>ACTION: TT to send external examiner proposal to TK.</p>	<p>TT</p>
2	<p>Action Log</p> <p><i>Item 1 - To do the BACS set up at Metro Bank</i> TT explained that Metro ask for personal information about Trustees in order to make BACS payments. She has been chasing them up to change this procedure, but there are no current updates.</p> <p><i>Item 2 - JMR to split expenses policy and look at costs</i> OC and JMR have completed the work on expenses policies.</p> <p><i>Item 3 - Follow up actions from the external examination</i> To be removed from action log.</p> <p><i>Item 4 - Check with Metro Bank for changes under security for BACS and faster payments.</i> Already discussed.</p> <p><i>Item 5 - Amend the end of year accounts to show £13k surplus only and defer the rest of the income to the next FY</i> To be discussed as an agenda item.</p>

	<p><i>Item 6 - Claim Gift Aid on the donation from CV</i> Action completed. Once the cheque has been transferred to the bank account, it will be visible in the accounts. Details around claiming Gift Aid to be confirmed by OC.</p> <p><i>Item 7 - Create and circulate a SLA for the payroll service with Hestia, if we do not hold one.</i> TT has circulated SLA. To be sorted by end of this financial year.</p> <p><i>Item 8 - Adjust the budget 2020-21 - £50k to be used from the reserves and increase the activities budget</i> To be discussed as an agenda item.</p> <p><i>Item 9 - OC to clarify the information under Risk Register Item 16</i> To be discussed as an agenda item.</p> <p><i>Item 10 - LY to contact external examiner and request a quote for his service</i> Already discussed.</p> <p><i>Item 11 - IT Policy</i> Finance Committee were not clear what this action referred to. To be removed from action log.</p> <p><i>Item 12 - Disability Confidence Accreditation and Training</i> Disability Confidence training completed. TT to circulate actions table.</p>
	<p>ACTION: TT to chase up with Metro Bank about BACS payments process until September, at which point a review of options is needed. TT</p> <p>ACTION: Updated expenses policies to be approved at next Board meeting. BOARD</p> <p>ACTION: OC to find out how far back Gift Aid can be claimed. OC</p> <p>ACTION: TT to circulate Disability Confidence actions table before next Finance Committee meeting. TT</p>
<p>3</p>	<p>Management Accounts - up to 30th June 2020</p> <p>TT informed the Committee that actual income figures had significantly increased, due to a number of new grants received. She also noted the overspend of £15,000, largely due to payment for unused annual leave, as allowed under Hestia policy. There is therefore no carry forward of annual leave to the next financial year. JMR reminded OC and TT that the Charity no longer follows Hestia policy, and should instead abide by policy set out in the new staff handbook. OC to clarify this with Peninsula, due to conflicting advice she had received.</p> <p>TT noted that project expenditure is much lower than was forecast. OC was confident that this would rise however, due to the costs of data analysis, printing, and postage of non-digital surveys. CV requested that the project income budget be presented slightly differently, so that the income variance would be clearer. LY clarified that CV's donations would henceforth be kept separate on the accounts. TT explained that she had not yet assumed a donation would be made in the current year's accounts.</p> <p>LY noted that the IT equipment budget had been incurred last year, as set out in the Management Accounts up to 31st March 2020. TT clarified that the laptops are still being held with the IT company, until an engineer can make it to the office to set them up. Finally, LY explained that the year-end accounts do not include income to be carried forward. However, OC noted that some income is received in one financial year, but is spread across project spending in multiple years. LY and OC agreed to take the discussion offline.</p>
	<p>ACTION: OC to clarify unpaid leave policy, and use of other Hestia policies, with Peninsula. Clarification to be given at the next Board meeting. OC</p>

	ACTION: TT to reformat project income budget to clarify variance, and to update tab to read 'Management Accounts 2021' rather than '2019-20'.	TT
	ACTION: LY and OC to discuss whether year-end management accounts should include income to be carried forward.	OC, LY
4	Budget 2020-21 Update TT circulated the latest budget, version 10, to the Committee. She noted the additional income streams. OC explained that funding has been secured to retain Jill and Aiki (ph) until the end of the financial year. She confirmed she would update the spreadsheet to reflect that. She also confirmed that all additional project funding would be spent in this financial year, particularly on additional staff costs. The Finance Committee agreed that there would be an update on the Budget at every Finance Committee meeting.	
	ACTION: OC to update budget spreadsheet to reflect additional project funding in project expenditure.	OC
	ACTION: Budget update to be presented at every Finance Committee meeting.	OC, TT
5	Risk Register - July There was a general feeling that the Risk Register is currently too negative. It was agreed that Finance Committee members would email in their suggestions for improvement to OC.	
	ACTION: Finance Committee members to email suggestions for improvements to the Risk Register to OC.	ALL MEMBERS
6	End of Year Finance Discussion (External Examination) LY explained that TT is working on the reconciliations, and hopefully the independent examiner should have a set of accounts out by early September. He advised that OC and CV liaise about the Director's summary and introduction.	
	ACTION: OC and CV to liaise about the Director's summary and introduction.	OC, CV
7	Virement Proposal There was some debate over whether OC should be provided with £42,000 from reserves to cover the deficit, or with the full £70,000 requested. LY needed more clarity as to how that £70,000 would be spent, and OC argued that she should have more flexibility in order to build capacity within the Charity so that it could meet the Board's strategic goals. The Finance Committee agreed to commit £50,000 in reserves in order to provide OC with this flexibility.	
	ACTION: 2020-2021 Budget to be changed to reflect a £50,000 deficit.	TT, OC
8	Funding Pipeline OC explained that while some funding is targeted, some is more vague, and can be used to build capacity within the Charity to deliver on project work, such as the capacity for data analysis and reporting. OC explained that funding from Hammersmith and Fulham Council and from the CNW Rapid Response Pilot would not be going ahead. Both West London and Hammersmith and Fulham GP Federations have shown interest in the bids, and work there is ongoing. She noted that funding from Central London CCG and the National Health Research Institute had been secured, as well as funding from Thrive to conduct research on community resilience to COVID.	

	<p>OC noted the potential bid to Central London Community Healthcare Charitable Funds to support the out of hospital borough plan and post-COVID community engagement. She also explained that there is a tender out with Tower Hamlets, with a deadline at the end of August. She will attend a market-warming event this week, and will keep the Committee updated. She also noted the tender out with RBKC for a bundling together of public health delivery. However, she felt it was not a great fit with the work of Healthwatch.</p>
<p>ACTION: OC to update Committee on Tower Hamlets and RBKC tenders.</p>	<p>OC</p>
<p>9</p>	<p>AOB</p>
<p>None arising.</p>	

Next Board meeting set for 27th July at 6 o'clock. Finance Committee meetings will continue to start at 5 o'clock.