

Minutes

Finance Committee Meeting

Date: Monday 17th July 2018

Time: 18:00 - 20:00

Venue: Pullinger Room, St Paul's Hammersmith, Queen Caroline St, London W6 9PJ

NO.	ITEM DESCRIPTION
	<p>Welcome, Apologies & Declaration of Interest</p> <p>In attendance: Brian Dillon - Chair, Finance Committee and Treasurer Healthwatch CWL Board John Marshall - Healthwatch Hammersmith & Fulham Local Committee Christine Vigars - Chair - Healthwatch CWL Board Tania Kerno- Healthwatch CWL Board and Healthwatch K&C Local Committee</p> <p>Staff: Olivia Clymer - CEO, Healthwatch CWL Tsveta Todorova - Administrator, Healthwatch CWL</p> <p>Apologies: Keith Mallinson - Healthwatch CWL Board and Healthwatch H&F Local Committee Abdul Towolawi - Healthwatch Kensington & Chelsea Local Committee Joanna Mark-Richards - Healthwatch CWL Board</p> <p>Declaration of Interest - There were no interests declared</p> <p>Brian welcomed everyone to the meeting which started at 6:10pm.</p>
1	<p>Minutes from Meeting 14th May 2018</p> <p>Minutes accepted without any amendments</p>
	<p>ACTION: Present a list of potential auditors at the September Finance Committee meeting</p> <p>OC</p>
2	<p>Action Log</p> <p>Items to note:</p> <ul style="list-style-type: none"> - Action 14: Carena and Olivia went to a fundraising fair. Organisations can apply for a £5000 funding grant to promote their organisation.
	<p>ACTION: Talk to Chris about Treasury Policy and Sage One</p> <p>OC/TT</p>
3	<p>Management Accounts Quarter 1 2018/2019</p> <p>Items to note:</p> <ul style="list-style-type: none"> - The management accounts Q1 do not have accruals - The salaries figure is lower than budgeted for in this period- due to the roles not being filled in yet

	<ul style="list-style-type: none"> - The PPG contract won in March 2018- Odeta Pakalnyte has picked up on it but recruitment will take place later on this year to fill in the position - The management accounts presented at this finance committee meeting are not representative of the expenses incurred for the period as there is some missing information. - A more detailed and accurate management accounts will be presented to the September board 	
ACTION: Talk to Metro Bank about setting up Online Banking		TT
4.	Risk Register Items to note: <ul style="list-style-type: none"> - Olivia amended the document to outline finance related risks only - No speculations/ assumptions can be made for next year's funding - CV thinks the commissioners will want to recommission- rolling in the Dignity Champions in the contract and making the contract more specific and focused 	
ACTION: Fraud- item for discussion at the next board meeting- Patrick and Christine to do an internal audit check		OC
5.	Financial Procedures Items to note: <ul style="list-style-type: none"> - Opening and accessing Metro Bank is still proving a difficult with no functional banking yet available. - The need for an approach and policy to support Treasury Management was discussed - HW CWL is missing control procedures - Brian sent some regulations to Olivia - HW CWL finance procedures need to be clear and serve the purpose for a small charity - The finance procedures to include guidance on petty cash, expenses and payment of invoices 	
ACTION: Tania Kerno & Olivia Clymer to meet with Chris Clarke to discuss Treasury Management needs for HWCWL		TK & OC
ACTION: OC to bring options on the provision of audit provision to the Finance Committee		OC
ACTION: Circulate scheme of delegation to the finance committee		TT
ACTION: Tailor the procedures document according to HW CWL needs for the next meeting in September.		OC/BD
ACTION: Board members feedback comments on financial procedures to Olivia		ALL
6.	Staffing Proposal Items to note: <ul style="list-style-type: none"> - Carena, Olivia and Christine will want to use some of the reserves to hire a person to help with Grenfell Tower incident - Christine wants a short-term project around experiences on accessing health and social care in the community after the Grenfell incident. With an evidence gathered in 6 months' time, a report can go to the Grenfell Scrutiny committee. - The costing for the Grenfell position includes salaries only. The Committee wants a costing inclusive of activities and other expenses outlined in the business case. 	

	<ul style="list-style-type: none"> - Markela Boudioni to oversee the research and the report writing around Grenfell. - The Finance Committee approved the Governance and Quality Officer business case - Olivia presented a business case on achieving a volunteer accreditation- 3k which the Finance Committee approved as an expense. - The Finance committee approved the suggestion from Olivia to invite Local Committee members to the Healthwatch England Annual Meeting. Expenses will be covered by Healthwatch CWL - Zivile has been asking for volunteers' budget - HW CWL to organise events with other organisation- more cost effective and higher impact 	
	<p>ACTION: Present a costing for the Grenfell position inclusive of activities and additional expenses such as travel</p>	<p>OC</p>
<p>7.</p>	<p>AOB</p>	