

# Minutes

## Finance Committee Meeting

**Date:** Monday 12<sup>th</sup> November 2018

**Time:** 18:00 - 20:00

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

| NO. | ITEM DESCRIPTION   |
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|     | <p><b>Welcome, Apologies &amp; Declaration of Interest</b></p> <p><b>In attendance:</b><br/>           Brian Dillon - Chair, Finance Committee and Treasurer Healthwatch CWL Board<br/>           Joanna Mark-Richards - Healthwatch CWL Board<br/>           John Marshall - Healthwatch Hammersmith &amp; Fulham Local Committee<br/>           Keith Mallinson - Healthwatch CWL Board and Healthwatch H&amp;F Local Committee<br/>           Christine Vigers - Chair - Healthwatch CWL Board<br/>           Patrick McVeigh- Healthwatch Hammersmith and Fulham</p> <p><b>Staff:</b><br/>           Olivia Clymer - CEO, Healthwatch CWL<br/>           Tsveta Todorova - Finance and Office Manager, Healthwatch CWL</p> <p><b>Apologies:</b><br/>           Abdul Towolawi - Healthwatch Kensington &amp; Chelsea Local Committee<br/>           Tania Kerno- Healthwatch CWL Board and Healthwatch K&amp;C Local Committee</p> <p><b>Declaration of Interest</b> - There were no interests declared</p> <p>Brian welcomed everyone to the meeting.</p> |
| 1   | <p><b>Minutes from Meeting 10<sup>th</sup> September 2018</b></p> <p>Minutes approved with changes to page 2.</p>  |
| 2   | <p><b>Action Log</b></p> <p>The board went through the action log document.</p> <p>Item 1- Tsveta and Chris have met and made a progress on using Sage One.<br/>           Item 3- Securing the contract has been the focus for Olivia rather than securing new business<br/>           Item 4- The scheme of delegation has been circulated to all members.<br/>           Item 9 - Chris Clarke said he can recommend some auditors. Olivia to chase up the information from Chris.</p>  |
|     | <p><b>ACTION:</b> To do the BACS set up at Metro Bank by the end of the week<br/> <b>ACTION:</b> Send copy of the scheme of delegation to John Marshall<br/> <b>ACTION:</b> Christine and Patrick to get a date with Olivia to do the audit/ fraud<br/> <b>ACTION:</b> Speak with Chris re auditors<br/> <b>ACTION:</b> Check if Christine has signed the Annual Accounts</p>  |
| 3.  | <p><b>Management Accounts up to October 2018</b></p> <p>Brian presented the management accounts to the finance committee members:</p>  |

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|  | <ul style="list-style-type: none"> <li>- There is a shortfall on salaries because of unfilled post for the Westminster PPG and another one.</li> <li>- The activities budget is slightly down than projected.</li> </ul>  |
| 4.   | <p><b>Update from the Finance and Office Manager</b></p> <p>No comments on the paper.</p>   |
| 5.   | <p><b>Staffing update &amp; Grenfell Project</b></p> <p>The governance and quality officer role has been filled in.</p> <p>Interviews for the Westminster North West London PPG post are this week. Olivia is hoping to get additional funding going for the next financial year.</p> <p>There was a discussion around the Grenfell post:</p> <ul style="list-style-type: none"> <li>- OC sought the approval of the board to recruit for this post as soon as possible because the initial information gathering, and testing will take few months.</li> <li>- The business case presented is for a post at annual salary of £30k for 3 days a week on a 1-year contract.</li> <li>- There has previously been discussion to do workshops with Markella on the Grenfell project which have not been incorporated as a cost in the business case.</li> <li>- CV would like to see an updated business case with different costing for the different research designs that can be employed.</li> </ul> |
| <p><b>ACTION:</b> Send a revised costing to the Finance Committee by the end of the week</p> |   |
|  | <p><b>OC to all</b></p>   |
| 6.   | <p><b>Finance Risk Register</b></p> <p>The committee reviewed the risk register.</p> <p>OC has not made many changes to the document following last finance committee meeting.</p> <p>The biggest risk to the organization is the contract and if the funding is decreased. CV thinks the commissioners will take the additional funding for Dignity Champion out and incorporate it in the core contract.</p> <p>There are no candidates for the Treasurer's role. OC and BD discussed the matter and proposed hiring a chartered accountant. The committee agreed to the proposition.</p> <p>KM said he will ask in Mind if any chartered accountants are interested in.</p>  |
| <p><b>ACTION:</b> Find an accountant on a freelance basis</p>                                |   |
|  | <p><b>OC</b></p>  |
| <p><b>ACTION:</b> Keith to speak with Judith Re chartered accountant</p>                     |   |
|  | <p><b>KM</b></p>  |
| 7.   | <p><b>Development Opportunities</b></p> <p>OC did a verbal update as there was not much new information to be presented to the committee.</p>   |
| 8.   | <p><b>Update from Commissioners meeting</b></p>   |

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|    | <p>CV and OC met with the commissioners and it has been quite a positive meeting.</p> <p>The commissioners liked the work plan and they think HW CWL is doing too much.</p> <p>It was agreed at the meeting to take out some things to leave 10% of capacity for unexpected things.</p> <p>CV is positive the commissioners will come back with contract extension as they were quite pleased with HW CWL's work.</p> |
| 9. | AOB   |