

NELM DEVELOPMENT TRUST LIMITED
Registered Charity No: 1117051

BOARD MEETING
Henderson Business Centre
Minutes of the Board Meeting

Date: 25th February 2010

Time: 14.40 – 16.15

Present:

Anne Davey	(AD)	NELM Trustee
Sarah Fyfe	(SF)	NELM Trustee
Doreen Sell	(DS)	NELM Trustee
Freda Sheehy	(FS)	NELM Trustee – Chair
Lynda Wilkinson	(LW)	NELM Trustee

NELM Staff:

Jane Baker	(JB)	Office Support – Admin (minutes)
Julia Corbett	(JC)	Finance Manager
Nick Craig	(NC)	Chief Executive

Apologies received:

Bridget Buttinger, Mike Harris & Nejlja Sabberton (GOEAST), Paul Wells

Declaration of Interests: Circulated

219 The minutes of the 11th February 2010 were signed off and agreed as a true record subject to the following adjustments to the notes:

216.6 LW requests that her name is removed from the minutes in respect of endorsing the 'street leader' programme

220 Matters Arising

206.1 Pavilion: NC confirmed that GO will not approve the Pavilion proposal or any others until the Succession Plan has been submitted.

Transition (project): This relates to activity taking place between this and next financial year; GO were insistent that there should be a 'transition project' budget line. NC explained that there are two elements to transition:

a) Redundancy payments – DCLG instructions are that these comprise a separate project; so a proposal needs to be written for redundancy costs

- b) Professional fees – for guidance & consultancy on governance issues; NC affirmed that it would be inappropriate to submit any proposals / plans without legal confirmation

GO have previously stated that they would be prepared to receive a proposal inclusive of critical elements.

213.2 AD queried the progress with Mow & Grow; NC explained that meetings have been held and that there are a further four weeks in which to produce all relevant information / outputs.

216.2 Actions: Darren Grice and Peter Mitchell (The Garage) are amenable to attending a Board meeting and giving a presentation on Garage activities and future plans. T Bird will also be invited along to this meeting.

216.3 Actions: 1. NC has received contact details from BB
2. Evaluation agreed in principle but delayed due to transition costs issue

216.4 LW requested confirmation that the GoKart proposal had been received

221 Risk Management (item 5)

221.1 Further to item 213.1, NC explained that Trustees will be looking at the overall strategy and reviewing the Risk Register in detail. This is to be viewed as an inclusive part of the Succession process.

222 Succession (items 6a-c)

222.1 Succession Plan

NC informed Trustees that the final Succession and Business Plans were to be submitted by 3 pm on 26/2/10; although the DCLG review date was given as April 2010, this was unlikely to take place and, in response to AD's query, that the impending general election would also impact on timescales. NC thought it should be noted that out of 17 NDC pathfinders – only 3 thus far have had their Succession Plans approved.

Previous guidance stated that there were 8 specific criteria to be met and that there should be no more than 20 Pages per Succession Plan or 15 pages per Business Plan. NELM are currently looking at a 21 page (max) Succession Plan. NC sought approval for the Plan for submission.

Further to the meeting held in Cambridge (at GO) the Accountable Body (AB) have reaffirmed their support for the NELM Succession strategy and have sent a supporting statement to GO.

Action(s): FS wanted it noted that the Board expresses its thanks for all the work and effort put into this by NELM officers

222.2 Interim Management

A meeting has been held with NWES regarding the end of their management of the Henderson Business Centre on 31st March 2010 and the possible options for the future management of the centre in the context of NELM's Interim Management plan (the strategy for running the Charity after 31 March 2010).

NC has received an email from J Balch in response to this meeting and there are issues arising; NWES are attempting to TUPE 3 staff members instead of 2, they will only consider a contract extension for a year and not on a rolling basis.

222.3 NELM will still need to manage its assets whilst waiting for approval of its Succession Plan; with the relationship changing with the AB from 31/3/10, succession activities will be undertaken by NELM until the Plan is approved. NC submitted the Interim Management proposal for NELM post March 2010. The proposal outlines the staffing requirements for this and subsequent closure of the NDC programme at a cost of approximately £152,000 in 2010-11.

Recommendation	
That the Board agrees to:	
1.	The Interim Management proposal as described
2.	That NC responds to NWES correspondence on behalf of the Trustees.
Vote for:	Unanimously agreed

Action(s): Out of courtesy to NWES, NELM will give them the appropriate notice, and tenants will be advised of changes via NWES staff.

222.4 Banking

With regards lifting restriction on current banking – it is essential that arrangements are cost effective and suitable. JC has been investigating further and has a preferred option – and subject to further information becoming available during any discussions, at which NELM will review the situation.

FS suggested the Unity Trust Bank (bankers to Credit Unions etc) and NC asks that the Board give consideration to securing banking services from ethical bankers e.g. Co-operative Bank.

NC canvassed Trustee views on handling income generated which would normally go through AB. It was decided that NELM uses its own account to bank income.

AD queried if NELM were due any funds from the AB; this is covered in another agenda item.

223 Accounts (item 7)

223.1 JC referred to the Accounts (Key Issues Memorandum)

223.2 JC informed the Board that a commercial re-evaluation of the Assets had been undertaken; the Auditors were awaiting the results of this in order to complete their Audit Report. In addition, the Auditors have been supplied with a signed statement from the AB regarding funds due to NELM held by them. This statement shows that the AB is with-holding Capital Receipt funds of approximately £1 million as a provision against NDC grant still outstanding.

223.3 Freehold land and buildings have been valued by Watsons (a professional valuer) at 4.52 million (down from £7 million) mostly due to prevailing economic conditions.

223.4 JC assured Trustees that notes contained within the report would be understood by the Board and the wider public. Another meeting will take place with the Auditors to finalise the report and the accounts, and a Board meeting will be arranged for Trustees to agree them and for them to be signed.

223.5 JC informed the meeting that the accounts had not yet been filed with Companies House but that they must be filed shortly and that they can be filed prior to the AGM which is yet to be arranged (possibly in April – to be confirmed).

Recommendation

The Trustees approve the proposal and agree to the following:

1. A short-notice AGM
2. A short-notice meeting to approve the Accounts *

Vote in favour: Unanimously agreed

224 Any Other Business (item 8)

224.1 AD brought to the table the name of a resident who has expressed an interest in joining the Board. AD to provide NC with the contact details, NC is to advise the potential member of the current and potential situation regarding Trusteeship.

224.2 The Go-Kart Project (WNP): LW & DS declared an interest so did not participate in the discussion or vote.

The completed and appraised proposal was tabled; as this is below £10,000, no further approval is required by GO.

*arranged for 9th March 2010 at HBC

Recommendation

That the Board approve the GO-Kart project proposal: value £9,650

Vote(s) in favour: 3 Abstentions: 2

- 224.3 AD expressed her apologies because she is currently unable to open electronic copies of Board papers and wishes to receive hard copies.
- 224.4 FS requested an update on the Henderson School Land Transfer; NC reports that this cannot currently be progressed as GO have given notice that they will not be approving any more projects.
- 224.5 FS spoke further about a NELM succession information event taking place at the Cadge Road Community Centre on 5th March 2010 from 9 a.m. to 12.00 noon. Refreshments will be provided FOC. A4/A3 posters are to be created and distributed where possible.
- 224.6 AD reminded Trustees of the fete being held on 20/3/10. Suggested NELM have an information stall – to be discussed further.
- 225 The date of the next main Board Meeting will be 25th March 2010 at 2.30 p.m. (HBC)

There being no other business, the meeting concluded at 16.15

Signed.....
Chair / Vice-Chair

Date..... 25 . 03 . 10