

**SURVIVORS OF BEREAVEMENT BY SUICIDE, INCORPORATED CHARITY**

**MINUTES OF THE MEETING OF TRUSTEES**

**Saturday 28<sup>th</sup> July 2018**

**9.00 a.m. – 12.30 p.m.**

**Hallmark Hotel Derby**

**Present:**

Ann Culley	(Chair & Email support)
Eric Thwaites	(Chief Officer/Company Secretary)
Joy Heal	(Trustee & Newsletter Editor)
Janet Taylor	(Trustee)
Peter Bridgewater	(Trustee)
Doug McQueen	(Trustee & Financial Development Officer)
David O'Grady	(Business Adviser)
Stephen Habgood	(Charity Advisor)
Halani Foulsham	(Potential Trustee)
Susan Griffiths	(Potential Trustee)
Lesley Rose	(Finance Officer – minute taker)
Jackie Carter	(Trustee) – arrived 9.45 am
Emmett Holden Carter	(Trustee) – arrived 9.45 am
Jess Albon	(Trustee)

Minutes of the meeting are voice recorded in agreement with all in attendance.

- 1. Welcome:** AC opened the meeting and welcomed all those present.
- 2. Apologies:** MN (Potential Trustees). Introductions were given.
- 3. Minutes of last meeting and matters arising:**

**Page 1, Item 21 – Update (AC).** ABM - GS is unable to.

- **Action agreed:** AC to speak to A & S. SH to give AC, S email address.

All agreed and signed that the minutes are a true reflection of the meeting. AC moved on to today's agenda.

**4. Finances:**

Budget information sheets and report and handed out.

Funds 1 January – 24<sup>th</sup> July 2018

Bank accounts currently hold;

- CAF 1                      £130,136.61
- CAF 2                      £ 64,935.33
- Group Accounts        £198,408.72
- **Total**                    **£393,480.66**

SH - discussed employing a Press Liaison, Communication and Media Manager. HF agreed charity needs to start spending the money held now. DM suggested taking on staff, ET advised it may affect the current Lottery funding bid that is being reviewed. The Board further discussed employing staff

- **Action agreed:** to be discussed at next Board meeting.

SH - Charity Commission guidelines, 3 year cycle Board members to be voted in. After 3 success terms Board members to resign.

- **Action agreed:** to be discussed at next Board meeting

**5. Applications:** Group Volunteers: MM Surrey, HW Cardiff and NN London approved by the Board and to be invited to the next training event in September.

- **Action agreed:** Office

LF, AC & SD, Saddleworth, not approved, waiting for references for LF and one for SD.

ID needs to re-apply due to personal circumstances.

- **Action agreed:** Office to send AC application form to had to ID

Trustee Applications: FAL Harlow, Board discussed and agreed to invite to next Trustees meeting.

- **Action agreed:** Office

HL Dorset, third attendance. The Board voted and invited HL to join as Trustee, HL accepted. Office to send Trustee pack

- **Action agreed:** Office

EHC and JC arrived 9.45

## 6. AOB:

SH – Working, campaigning and receiving support with Chief Coroner. Terminology now changed and suicide recorded ‘determined on probability’ so more likely be as suicide which will affect statistics and probably increase suicide rates in England and Wales.

DJO – Helpline now 5 days and gaps not covered.

- **Actions agreed:** LR to send statistics

Eric - Discussed as confidential item (a)

**7. Finance Meeting:** The Board discussed the agenda.


- Need time for questions
- Trustees to spread around the table
- Communication - on agenda for the Volunteers/Associates day
- Approved minutes on website

- Website hosting recently changed. Investigate cost of securing confidential area for minutes to be viewed by volunteers.
  - **Action agreed:** ET to investigate
- Trustees Newsletter
  - **Action agreed:** Email last Trustees Newsletter to HL
- Communication and lack of trust
- Forum – no further forward. Board requested deadline of end of August
  - **Action agreed:** ET contact MN and give deadline
- Groups give 10% surplus end of year. Board discussed removing this but charge for stationery. Board voted against removing, 10% surplus to remain.
- Be clear on restricted and unrestricted fundraising.
- Can SoBS Charity use ring fenced money? SoBS can approach the Charity Commission under exceptional circumstances.
- Groups to give evidence of ring fenced money, give groups 18 months to inform how they have spent it.
- How much petty cash needed as Barclay card can be used for small amounts?
- Groups that hold large sums but do not spend?
- How quickly can payment be made for purchases, 24 hours.
- Barclay card system will be implemented for new groups.
- How to deal with groups who will not comply to new system, individual asked to leave, withdraw rights, undertake disciplinary, and money returned to SoBS – Board need to discuss rigorous procedures to be put in place?
- Use example of where the Trustees do not have control of money, use examples of fraud. Trustees legal liabilities
- For everyone's protection, it is not about control but safeguarding.
- The positive responses received.
- Guest speakers LC, freelance previously employed at Charity Commission. RT, auditor and accountant.
- Be clear on non-affiliated groups.
- SORP's advice.
- Ask question, what do they think happens when someone leaves the group?
- All Trustees to support the implementation of the Barclay card system.
- Abuse by volunteers to staff, duty of care, no procedure– Board agreed this should be put on agenda item for next meeting.
  - **Action agreed:** to be discussed at next Board meeting

At the end of the discussions for Finance meeting, ET and LR delivered their PowerPoint presentation to the Board

**Date of next meeting:** Saturday 29<sup>th</sup> September 2018, 9.30 – 16.00

  
Ann Culley – Chair

  
Date