

Meeting of the Board
Held on Monday 11th May 2020 at 1700 hrs.

Present:

Gavin Davis (Chair), Sharon Wilding, David Bailey, Ian Bryant, Mary Cox, Keziah Cunningham, Richard Curzon, Caroline MacDonald-Bryant

Apologies:

Ian Howells

Record of discussion and decisions	Action
Apologies for absence: IH	
Update on protocols meeting (8th May): Verbal updates given by IB/DB. Clarity given for methodology to complete the Risk Assessment by way of a dry run/on site walk through. Following a discussion there was agreement that the centre would not open prior to the appointment and start of the new Operations Manager. Approval give to make formal offer to Jen Needham for the role of Operations Manager with an anticipated start date of 22 June 2020. GD to make offer.	All GD
Finance: Bank balance £184k. Based on current outgoings this was sufficient funding for 17 months at current run rate. Decision taken regards reaching lower limit of £40k in reserves as trigger point for closure.	IB/All
Staff update/furlough scheme: Following discussion confirmation from (8 th May) previous meeting that the 20% 'top up' should be removed from 1 June to protect P&L. KC to formally communicate this to team and instruct changes to payroll provider.	KC
Member Survey: SW agreed to give an overview of results.	SW
AOB: none	
Date and time of the next meeting: Friday 22 nd May 2020 by video conference	All