

HAVERING HEALTHWATCH LIMITED

Company number 08416383

MINUTES

of a meeting of the Management Board

11 April 2013 (3pm-5pm)

Present:

Directors:

Anne-Marie Dean , Chairman

Ian Buckmaster, Company Secretary

Hemant Patel

Joan Smith, Manager

Note: all resolutions were passed unanimously

9 APPOINTMENT OF MANAGER

It was noted that Ms Joan Smith had accepted the offer of the transfer of her employment to the Company and had begun work on 2 April (1 April having been Easter Monday). She would be working part-time at CarePoint in Romford and for the rest of the time at home, until a permanent base for the Company had been established.

The Company had "inherited" one printer/scanner, one other printer and a digital camera from the LINK. The PC and laptop used by LINK were both now obsolete and not worth retaining. IT had also been agreed that some office furniture that she had used would be retained by Age Concern as it would have been of no practical use to the Company.

10 BANKING ARRANGEMENTS

An account had now been opened with Barclays and the initial grant from the Council deposited in it.

11 OFFICE ACCOMMODATION

It was not viable for the Company to use CarePoint as a base in the long term. The Chairman, Company Secretary and Manager had view possible accommodation at Harold Wood Polytechnic and had agreed that it would be ideal for the Company's requirements.

The Company Secretary was **AUTHORISED** to enter into negotiations with the relevant authority to obtain use of the accommodation as soon as possible.

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12 FUNDING AND CONTRACTS

At their request, an invoice had been issued to the Council for set costs to cover the directors' fees for period 13 March-31 March.

In addition to opening the banking account with Barclays, progress was being made in setting up the following contracts:

Service	Provider
Payroll services	Mazars LLP
Corporate insurance	Hiscox Insurance Co Ltd
Website and email	1and1 Internet Ltd

As the payroll service would not be operational for a little time, the April salary and fee payments would be made by way of advance of payments, with adjustments made in the May payments.

It was noted that the following arrangements would be needed:

CRB checking
Registration with HMRC
ID card production
Employee benefits for Ms Smith
Landline telephone services
Mobile telephone services

Chairman
14 June 2013