

MINUTES

of a meeting of the Management Board
25 June 2015 (12noon-1pm)

Present:

Directors:

Anne-Marie Dean, Chairman
Ian Buckmaster, Company Secretary
Hemant Patel, Director

Carole Howard, Administrator
Bev Markham, Community Support Officer

Note: Except as noted, all resolutions were passed unanimously

195 MINUTES OF LAST MEETING

The minutes of meeting of the Board held on 19 May 2015 were confirmed as a correct record and were signed by the Chairman.

196 DECLARATION OF INTERESTS

There were no declarations of interest in business before the meeting.

197 OUTSTANDING ACTIONS

Action

23 - It was agreed to aim for a September Newsletter edition. It was also agreed that a template for Newsletter items should be prepared, similar to that now used for reporting on meetings attended

31 – It was agreed that there should be four “recruitment rounds” per annum, with applicants outside those times being dealt with at the next available “round”. The next “round” to be in September.

198 FINANCE REPORT

The Company Secretary submitted the Finance Report for May.

Total expenditure had amounted to £10,762.43 (including £2,053.38 attributable to 2014/15) against income brought forward of £55,563.48.

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The latest, revised forecasts of expenditure expected to March 2016 were also submitted. It was noted that, on current levels of spending, there was a forecast underspending in 2015/16, though that was likely to change significantly over the year.

The Annual Accounts for 2014/15 prepared by the Company's Accountants were submitted. The Company Secretary explained that, for Corporation Tax purposes, the Company had incurred a nominal loss, as expenditure had exceeded income; reserves carried forward from 2013/14 had been used to cover the loss. The result was that the Company was due a partial refund of Corporation Tax, amounting to more than £2,300.

The Annual Accounts had been reconciled with the Company's financial records and no material errors or omissions had been identified.

The Board **APPROVED** the Annual Accounts for submission to the Annual General Meeting of the Company's members.

199 ANNUAL REPORT

The draft Annual Report, prepared in accordance with the relevant legislation, was **APPROVED** for submission to the Annual General Meeting of the Company's members.

200 ENTER & VIEW PROGRAMME

The latest E&V Programme was submitted.

The E&V Panel had agreed that, following the visit to Queen's Hospital Discharge and Ambulance Arrival lounges in July, the next visits should be arranged for September onwards, with visits programmed to a number of establishments.

It was noted that arrangements were in hand for training to be given by St Francis Hospice on the Gold Standard Framework for End of Life Care, at the Hospice in October. The training session would be followed by a tour of the Hospice, which would also be treated as an Enter & View visit.

The Panel had agreed to commence a programme of visits to GP and dental surgeries, pharmacies and opticians' practices in the autumn.

201 OFFICE ARRANGEMENTS DURING THE SUMMER PERIOD

The Chairman reminded the Board that Carole Howard was due to be absent from mid-July until September and that August was always a "quiet time".

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It was agreed that the office should be regarded as closed from close of business on Thursday, 13 August until Tuesday 1 September. During that time, any meeting commitments would be honoured and emails etc. dealt with but no one need feel obliged to be at the office.

Chairman
28 July 2015