

## CAXTON TRUSTEE LIMITED

### Minutes of the Meeting of the Board of Directors of Caxton Trustee Limited held on Wednesday 26 February 2014 at Alliance House, 12 Caxton Street, London, SW1H 0QS

<b>PRESENT:</b>	<b>Ann Lloyd</b>	(Chair)
	<b>Richard Finlay</b>	
	<b>Margaret Kennedy</b>	
	<b>Charles Lister</b>	(Chair - NWC)
	<b>Alan Rook</b>	
	<b>Howard Thomas</b>	
	<b>David Atterbury Thomas</b>	
	<b>Miranda Winram</b>	(Chair – EAC)
<b>IN ATTENDANCE:</b>	<b>Jan Barlow</b>	(Chief Executive)
	<b>June Omadoye</b>	(Office Manager)

#### PART A

##### 113.14 **Apologies for Absence**

Apologies for absence were from Mary Leadbeater and Vijay Sharma.

Margaret Kennedy was welcomed as a new Board member to her first Board meeting following ministerial approval for her appointment. MK briefly introduced herself to the Board.

##### 114.14 **Minutes of the Previous Meeting**

The minutes of the previous meeting held on 19 November 2013 were agreed as a correct record and signed by the Chair.

##### 115.14 **Matters arising from the minutes other than those itemised separately on the agenda**

**Former minute 103.13:** The dormant accounts balance sheet and statement for Caxton Trustee Limited was tabled and noted by the Board. This was derived from the Annual Return approved by the Board on 19 November 2013. The on-line submission of the Annual Return had incorrectly stated the date of approval of the accounts as 9 December 2013. This will be corrected by a paper submission.

**Former minute 101.13:** A query had been raised regarding the delegated limits for the winter fuel payment. It was noted that the CEO's delegated limit covered individual payments, although the total payment to all clients exceeded this. The same was true of the other payments made. After discussion, the Board agreed that delegated limits applied to individual, not group, payments but that the Board should be advised when total payments exceeded budgets.

**Former minute 100.13:** The Board noted that following Rowena Jecock's attendance at the last Board meeting a letter was awaited from the Minister.

##### 116.14 **Chair's Statement**

AL updated the board on recent developments. A negative piece had been published in The Times on 10 February 2014, and quoted AL, who had spoken to the journalist. It was believed that the story was instigated by campaigners. The article had not been picked up further. AL had subsequently received a copy of a letter from someone who had written to

the Charity Commission, but the individual was not a Caxton client, and his complaint had been about broader issues relating to charities, not actually about Caxton in particular.

The Board was concerned that the inaccurate, negative information about Caxton could deter clients from seeking support. AR had offered to assist with Caxton's communications.

AL updated the board regarding ongoing correspondence with a Caxton client who is criticising Caxton publicly for not making a grant to him, but who for several months has been refusing to provide the basic information required to process it, when he has been prepared to provide similar information (i.e. 2 quotations) previously.

AL thanked the Board members with whom she had conducted an annual appraisal. There were still two trustees left to be appraised. AL would distribute the annual review and the objectives discussed in the appraisals, to the trustees before 10 March. **Action: AL**

AL had met with the new Welsh Minister for Health and Social Services, at his request. He was interested in the work Caxton is undertaking and was sympathetic to Caxton's desire to set up a form of regular payments scheme (dependent on funding). AL had been invited to attend the Welsh APPG led by Julie Morgan.

AL and the CEO continued to meet with the Chair of the Macfarlane Trust.

#### **117.14 Chief Executive's Report**

The Board received the Chief Executive's report. A new Director of Operations had now been appointed: Victoria Richards would be starting on 6 May.

It was noted that the CEO had finalised the lease renewal for Alliance House at a marginal additional annual cost. These costs were shared by all five Alliance House entities.

### **OPERATIONAL MANAGEMENT ISSUES**

#### **118.14 Responses to Clients**

The Board received:

- (i) the minutes of the National Welfare Committee meeting held on 7 November 2013
- (ii) the minutes of the National Welfare Committee meeting held on 13 December 2013
- (iii) the minutes of the National Welfare Committee meeting held on 23 January 2014.
- (iv) **Consolidated grant schedule for the last quarter** – CL advised that he and JB were still discussing a revised format for presenting the information following comments received at the last Board meeting.
- (v) **Verbal report from Chair of NWC** – CL reminded the Board that Office Guidelines are in place to enable many type of grants to be processed by the team without applications needing to be presented to NWC. A process is also in place to enable the NWC to consider urgent requests in between meetings. CL also summarised a number of common areas for which the NWC typically offers support: assistance with debt management; support whilst people are undergoing treatment for Hepatitis C; essential repairs and adaptations to homes; household items; clothing; education – related grants.

Board members were all encouraged to attend an NWC meeting. Dates of NWC meetings in 2014 would be sent to board members: **Action: JO**

**119.14**

### **Partnership Group**

The Board received the minutes of the Partnership Group meeting held 28 November 2013 and AL gave feedback on the meeting. It was noted that the next meeting would be combined with a larger event out of London in the summer.

It was confirmed that funeral plans were only agreed for those in receipt of Skipton Stage 2 payments.

## **FINANCE**

**120.14**

### **Current financial position**

The Board received an analysis of the financial position as at 31 January 2014. The interim Finance Manager had produced management accounts in a new format, together with a commentary and a balance sheet as at 31 January. It was noted that the figures had been produced on a full accruals basis, and included grants awarded but not yet taken up. It was noted that service delivery and managements costs combined were in line with budget. Spend on winter fuel payments had exceeded budget due to the increase in Caxton clients during the year.

With regard to the budget for 2014/15, AL advised that Caxton had still not received notification of its allocation from the Department of Health. As the Board would not meet again until the new financial year, it was agreed that JB would prepare a draft status quo budget based on the 2013/14 allocation as an interim measure.

**121.14**

### **Internal Audit**

The Board received the findings of the internal audit work which had been undertaken towards the end of 2013. The Board also received the management response, which set out the actions which had been taken to date and further areas of work required. It was also noted that some of the report's findings related to the other Alliance House entities, and JB would bring these to the attention of the relevant Boards. JB advised that the significant outstanding area requiring further action related to the accounting system Great Plains: enhancements to the system were required, and the Chart of Accounts needed to be redesigned. It was expected that scoping the enhancements required and redesigning the Charts of Accounts could be done by end of March.

DAT raised concerns regarding the speed with which progress could be made, given that one Finance Manager was working across five organisations and the year end was approaching. Following discussion, it was therefore agreed that a further interim Finance Manager could be appointed to focus on the internal audit work. It was also agreed that a Task and Finish group be set up to provide assurance to the board that the work was moving forward. ML and DAT were nominated to form the Task and Finish group. However, AL stressed that such a group should not create extra work for the team or become another level of bureaucracy.

**122.14**

### **Risk Register**

The Board received the revised risk register and noted the changes that had been made. It was agreed that the mitigation on 1) should be updated; the dates on

some other areas also needed to be changed to be more specific. The mitigation on 2) also to be updated.

**123.14**

**Audit Committee**

The minutes of the meeting held on 24 January 2014 had not been finalised.

**124.14**

**Any other business**

It was agreed that CL would write to Nicole Hornby, Welfare Assistant, thanking her on behalf of the Board for the work she had been doing.

**125.14**

**Date of next meeting**

28 May 2014