

KCSC Board Meeting

MINUTES

Held: Thursday 28th July 2011
Town Hall, Committee Room 5
3.30pm-5.30pm

Present: Tom Fitch, Jennifer Ware, Lorraine Gilbert, Marie Tameze, Jane Lanyero, Amelia Mustapha, Jamie Renton

Apologises: Michael Bach, Jonnie Beverley, Ingrid Jacobson-Pinter, Fiona Ford, Raj Jogia

In attendance; Mary Gardiner and Harjit Dhaliwal

		Who	by
1	Announcements and Declarations of Interest		
	<ul style="list-style-type: none"> There were no announcements 		
2	Community Enterprises K&C Business		
	<ul style="list-style-type: none"> The first five minutes of every Board Meeting will be set aside to discuss Community Enterprises Kensington and Chelsea (CEKC) business. Mary requested two more Trustees join the CEKC board. Amelia and Jamie were nominated. Mary made Trustees aware of a bid that CEKC were currently working on. COI for Amelia-SMART are a partner in the bid. The bid is for a Floating Support Services and CEKC will work with 12 other organisations and will take the lead on it. Groups have come forward requesting that KCSC lead on this. All the groups are based in Kensington and Chelsea. As CEKC has only been formed there is no past history or credit checks which can be done. Mary sought permission for the bid to go in on the reputation of KCSC and then the risk to be transferred over to CEKC later. Mary outlined the risks involved; <ul style="list-style-type: none"> -At present the size of the contract is unknown and therefore the financial implications are unknown. - May not pass the Credit Checks - Responsible for ensuring the monitoring is being done-this may be a problem with small groups. Advice Now could help with this and are part of the bid. -The reputation of KCSC-this is new territory and KCSC may end up looking foolish. -the small groups may not be able to deliver what they are saying they will -groups don't have experience of doing home visits. 	<p>Trustees</p> <p>agreed</p> <p>Agreed</p>	On-going

	The above points were all considered and Board voted in favour of the bid to go in based on the reputation of KCSC.	Trustees	
3	CEO Update		
	<p>Mary updated Trustees on Big Lottery Partnership Bid. COI Tom-CASH is a partner in the bid. Transforming Local Infrastructure is funding from the Office of Civil Society (OCS) to provide better support for frontline civil society organisations by transforming infrastructure services at a local level. The maximum is £400k over 18 months. At the moment the idea being considered is for a joint portal. The first meeting will be taking place before the 2nd Sep to discuss the idea further and think of tasks for the partnership.</p> <p>Minutes</p> <ul style="list-style-type: none"> -The Audit is almost complete and the auditor said there was an improvement from last year. -Partnership with CAVSA has been pushed back for the time being. Further meetings will take place after summer. <p>The Future of KCSC</p> <p>The Options Paper was considered with four possible scenarios</p> <ul style="list-style-type: none"> -To stay as we are -To do more work with VCKC -To do more work with CAVSA -To merge with CAVSA <p>Trustees discussed Pros and Cons of each of the options by looking at the SWOT for each. To do more work with CAVSA was the preferred option with all agreeing other than Jennifer who was interested in a full merge. Lorraine suggested a shared CEO would be a good idea. There will be series of steps to go through including meetings with CAVSA of the two CEO's and the senior managers, this will also be the focus of the Away Day on the 18th October. Mary asked Trustees if they would like to have various stakeholders attend the Away Day and the response was positive. Those to be invited are CAB, Age Concern, CAVSA, Volunteer Centre and BME Forum.</p>	Mary	2nd Sep
		Trustees & Staff	18th October
	<p>Finances</p> <p>The revised budget was tabled and Tom went through it.</p> <ul style="list-style-type: none"> -There is a 44% drop in income compared to last year which is mainly due to NHS grants coming to an end. -There is a deficit of £120,000 which is going to be met by £68,939 of unrestricted fund and £51,670 of restricted funds. <ul style="list-style-type: none"> -The largest expenditure is salaries which accounts for 66% of the budget. - Our reserves policy states we need at least 16% in reserves and at 31.03.12 we would have 24% . The excess on the minimum reserves is £36,847. We would not have any restricted funds at the 	Mary	Next Meeting

	<p>year end. In order for this budget to work we need to achieve the other income target of £25k income.</p>		
	<p>Development Team Update Mary presented the Board with a Gantt Chart of the work the Development Team are currently delivering and explained how the monitoring was going to be streamlined so that everyone will be working towards the same outcomes. KCSC will provide all funders with the same information.</p>	Staff	On-going
	<p>AOB There was no other business</p>		
	<p>Next meeting 26 October 2011</p>		