

Witness Name: Katherine Victoria Burt

Statement No: WITN6392001

Exhibits: WITN6392002 - WITN6392267

INFECTED BLOOD INQUIRY

WITN6392131

Resources Sub-committee meeting

Held at 1 pm on Thursday 13th November 2003
at Chesterfield House, 385 Euston Road, London, NW1 3AU

Present: Ian Hayes (Chair) (IH); Ann Hithersay (AH); Roddy Morrison (RM);
Steve Wratten (SW) (by teleconference)

In attendance: Karin Pappenheim (CEO) (KP)
Susan O'Sullivan (Fundraising/Marketing Officer) (SO)
Gopa Shah (Finance Officer) (GS)
Sue Rocks (PA to CEO)

R03.42 **Apologies for absence**

Apology received from Ken Peacock

R03.43 **Notes of previous meeting and matters arising**

The notes were agreed as a true and correct record.

Matters arising:

(R03.38 Development of Strategic Plan – Devolution)

It was noted that preliminary work had been done on assessing the income from members and local groups in Scotland and was still ongoing regarding Trusts and corporates. The item would be on the agenda for the December board meeting. **ACTION: KP**

R03.44 **Accounts - to receive management accounts to 30 September 2003**

The Finance Officer presented the management accounts and reported that changes had been made to the nominal codes and new fund codes introduced to help produce a clearer format. Trustees accepted the changed format and thanked the Finance Officer for her work.

It was suggested that there should be a running total of amounts committed against reserves in the accounts and a financial table on the savings plan for each year showing what will be achieved and what was not achievable. This would be presented to the resources sub committee on a regular basis and occasionally to the full board.

Trustees asked that future management accounts should show details of expenditure from the change fund as a separate expenditure line.

It was noted that Yorkshire group was missing from the group report; and trustees also required that in future Scottish groups should be shown separately. **ACTION: GS**

R03.45 **Fundraising** - to receive an update from Susan O'Sullivan

The Fundraising and Marketing Officer presented her report showing that income was broadly in line with budget excluding legacy income. Trustees noted that the core grant application had been discussed with the Department of Health but the exact amount would not be known until January 2004. It was further reported that funding for 2004 was going well with £143K already having been pledged. The Fundraising and Marketing Officer would also be looking at other corporate areas of funding.

R03.46 **Financial Systems**
a) to receive an update from finance officer

The Finance Officer reported that although the management accounts had been improved, other areas of the financial systems ie filing and administration tasks were still being improved and changed. It was noted that the backlog that had accrued since the former Finance Officer left had been cleared.

GS further reported that she would hope to provide monthly financial reports in 2004 and was working on preparing a monthly schedule of tasks.

b) to agree changes to authorisation and bank mandate as proposed by CEO

The CEO had proposed a change to the current bank mandate to improve efficiency.

Following discussion the following changes were **AGREED**:

1. Raising cheques

- The Chief Executive (Karin Pappenheim) may sign up to the value of up to £500 on his/her own (**one signature only required**).
- The CEO may sign for sums over £500 with any one of the following: Roddy Morrison, Ian Hayes, Steve Wratten (trustees) or Information and Advice Worker (John Morris) or Susan O'Sullivan (Fundraising and Marketing Officer) (**two signatures required**).

- For any sum over £3000, the CEO's signature must be accompanied by one of the following: Roddy Morrison, Ian Hayes, Steve Wratten (trustees) **(two signatories)**.
- Trustees Roddy Morrison, Ian Hayes, Steve Wratten may sign for any amount and act as second signatory for any amount above £500 with the Chief Executive or local group officers **(two signatories)**.

2. Capital payments

- The CEO must seek trustee authorisation for any capital expenditure for any individual item or group of similar items over £3,000 which has not already been approved within the annual budgets (normally a proposed list of capital spending items will be given to trustees as part of the annual budget approval process)

3. Bank transfers/direct debits

- The CEO is authorised to sign off the monthly BACS salary payments to staff (approx £25k per month) which are in line with budgets previously approved by trustees and online payments to pension companies .
- The CEO is authorised to sign off monthly Inland Revenue payments (approx £7k per month) by BACS.
- All other BACS/electronic transfer/direct debit payments will be authorised in the same way as cheque payments above. Direct Debit authorisation to follow same process as cheques.

It was also agreed that Ann Hithersay become a signatory on the account since she worked in London and would be available to sign cheques in an emergency.

Trustees also discussed capital spending and it was noted that a clear policy on this needed to be provided.

R03.47 Membership rates - to agree the increases for next year

Trustees agreed to increase the current full membership rate from £16 to £18; subscriber rate from £10 to £15; overseas rate from £20 to £22. It was **AGREED** to look in 2004 at combining them into one main subscription by 2005.

It was also **AGREED** that young people reaching the age of 16 be given free membership of the Society until they reach 21.

R03.48 Budgets for 2004

The CEO presented the draft 2004 budget and reported that the structure of the budgets had been changed in order to give a clearer picture. It was noted that budgets had followed the trustees' target of raising a minimum of £600K a year.

Trustees asked that staff costs and office costs be separate from other administration costs in order to see the ratio between these and service provision.

It was noted that legacy income was not included in income targets in the budget and that existing policy was to put legacy income into reserves. CEO reported that £47K legacy income had been received in 2003 and a similar sum was expected in 2004. She advised trustees that a specific purpose should be designated for such legacy income in future eg to support research or new projects. It was agreed that a policy decision on legacies should be taken at the next board meeting. **ACTION: KP**

It was noted that the budgets, with forecasts for 2005/2006, would be signed off by the full board at their meeting in December.

- R03.49 **Three year strategy update** - to discuss the notes of trustees away day 10/11 October and next steps in preparation of the strategy for 10 December board

Trustees thanked the CEO for a thorough and clear report.

It was noted that work was now needed to develop the notes into the draft three year strategy for the next board meeting.

- R03.50 **CONFIDENTIAL Restructure issues**
To receive a report on the restructure of roles within the fundraising and marketing staff team and financial implications of changes

Trustees noted that Society's current salary policy does not include a procedure for re-grading roles; Ann Hithersay offered to advise on this.

- R03.50 **Any other business**
To note Xmas closing dates from noon 24 December to Monday 5 January.

Agreed and noted.

- R03.51 **Date of next meeting:** to review dates for 2004

Meetings in 2004 will be held on:

- ☐ Wednesday 11 February
- ☐ Wednesday 5 May
- ☐ Wednesday 22 September
- ☐ Wednesday 24 November