

Crystal Palace CLT Board minutes

Date: 18th April 2020

Present: Chris Axon (CA, Chair), Tom Chance (TC, Secretary), Janet Cooke (JC), Lucy Hopkins (LH), Bernard Humphrey-Gaskin (BHG), Rob Shaw (RS, Project Board Chair).

Apologies: None

1. Minutes of previous meeting

These will be circulated again and approved by email.

2. Co-options

TC proposed to co-opt Lucy Hopkins, JC seconded. LH introduced herself and explained why she would like to join the Board. Board agreed.

3. Annual accounts

TC has been talking to an accountant recommended by CA.

We agreed to set up an online General Meeting to pass a resolution to disapply the requirement for an audit for 2019/20. (We do not hold assets, or a turnover, making it a legal requirement.) We might use Zoom, and also update our members on our progress with the project on The Lawns.

4. Governance policies

TC presented the list of draft policies.

The Code of Governance was agreed with minor amendments.

The Terms of Reference for the Board were agreed with minor amendments.

The Membership Policy was agreed with minor amendments.

The Procurement Policy was agreed with minor amendments.

The Safeguarding Policy was agreed.

The Board agreed to add a complaints procedure to the Data Protection Policy, to clarify the timescale within which requests to be forgotten and subject access requests will be dealt with, and that requests can be in writing or verbally to the Data Protection Officer.

The Board agreed that CA, RS and JC will do further work on the Project Board Terms of Reference.

The Board agreed to create a policy setting out how committees, in general, are formed and operate.

The Board agreed to add a section to the Equality and Diversity Policy on equal treatment of local residents while the CLT is operating as a developer.

The Board agreed to bring an amendment to our rules to a future General Meeting, deleting rule C.15.4.

The Board agreed to upload PDF copies of adopted policies to the website, organised to make them accessible to members and the public.

The Board agreed to draw up a financial procedure note setting out, for example, how records are kept and petty cash is handled.

LH agreed to look at risk assessments used by the Friends of Crystal Palace Park to see if there are other things we should do on safeguarding.

TC will check who has access to the Google Drive and tighten up if necessary.

5. AOB

We agreed to put an advertisement on our website seeking a Treasurer, and disseminate it through our newsletter, Crystal Palace Transition Town and REACH volunteering.