

HASU Trustee Board Meeting

16/10/18

Board members

Georgie Marland (President) | Adam Denford (Vice President) | Bobby Barbour (external trustee) | Sue Saunders (formerly Bryan) (external trustee) | Steve Bolton (external trustee) | Tom Mead (student trustee)

In Attendance

Richard Walker (Interim SU manager), minute taker (tbc)

Apologies received

Dave Johns.

Time	Item	Owner	Associated Documents
10am	Welcome, introductions and refreshments		-
10:15	Conflicts of Interest	Chair	-
10:20	Approval of previous minutes	Chair	<i>ITEM A: draft minutes June 2018</i>
10:30	Presentation of the Audited Accounts (Crowe)	Vicky Williams (Audit Manager)	<i>ITEM B: Draft Audited Accounts</i> <i>ITEM C: Letter of Representation</i>
11:00	Matters Arising from minutes	Chair	<i>ITEM A (see above)</i>
11:15	BREAK		
11:30	AUDIT review (to approve responses) <ol style="list-style-type: none"> 1. Recommendations and responses (OPERATIONAL) <i>see ITEM D.</i> 2. Recommendations and responses (GOVERNANCE) <ol style="list-style-type: none"> a. Capitalisation limit for fixed assets- <i>propose the capitalisation limit to be £500.</i> b. Related Party Declaration Forms <i>ITEM D(i)</i> c. Programme for Fixed Asset Register (FAR)- <i>request to defer</i> d. Confirmation of position of Risk Register e. CC8- <i>request to defer</i> 	Richard	<i>ITEM D: Audit recommendations and mgt. responses</i> <i>ITEM D(i): Related Party Declaration form</i>

Time	Item	Owner	Associated Documents
12 noon	TO NOTE: acknowledgment of remote decision making <ol style="list-style-type: none">1. Officer salaries, BiK and contracts2. Suspend tendering process for Bar supplier3. Increase in Bar prices4. Amendments to Budget (Change fund allocation)5. Updating Complaints procedure	Richard/Chair	<i>ITEM E: consolidated papers of remote decisions (Jun-Oct)</i> <i>ITEM E(i): Budget (revised)</i>
12:15	Management report (to include Management Accounts Jul-Aug)	Richard	<i>ITEM F: Management report (Oct Board 2018)</i> <i>ITEM F(i): Mgt Accounts</i>
12:35	Permanent Manager recruitment proposal (<i>to approve</i>)	Richard	<i>ITEM G: Recruitment proposal</i>
12:50	Dates of next Meetings	Chair	
1pm	Thanks to outgoing Trustees	Chair	
1:10pm	Close, and lunch		
