

Minutes of decisions taken by email in the light of the Covid-19 pandemic, 3 April 2020

PRESENT Chris Beney (chairman)
Stuart Bain
Graham Bathe
John Hall
Simon Hunt
Chris Meewezen
Phil Wadey
Steve Warr

IN ATTENDANCE Kate Ashbrook (general secretary)

FINANCE

38/20 On the recommendation of the finance committee the following was unanimously agreed.

- (a) We reduce our exposure to the Charities Aid Foundation (CAF) Bank to a level closer to the Financial Services Compensation Scheme protection, and certainly below £100,000, by transferring out £300,000 as soon as practical.
- (b) We split the £300,000 between Barclays, Nationwide and accept that while this is outside our current investment policy it is acceptable because it reduces our risk. If there is to be a delay in preparing an account at Nationwide, the funds should go initially to Barclays (rather than remain at CAF Bank) pending opening the new account.
- (c) We retain our Charifund holdings in the current volatile market.

ARRANGEMENTS FOR CONDUCTING THE BUSINESS OF THE ANNUAL GENERAL MEETING 2020

- 39/20 Phil Wadey had circulated a paper recommending a process for carrying out the essential business for the annual general meeting remotely. It was noted that the Charity Commission had recognised that, in the current Covid-19 crisis, it might be necessary for charities to postpone or cancel their annual meetings.
- 40/20 The following was unanimously agreed.
- (a) We will not hold a face-to face meeting.
 - (b) Members are informed by email and the website of agreed arrangements as soon as practicable. Members not on email are notified by post if possible (and informed that additional papers in (e) below will only be sent if requested).
 - (c) The normal mailing dates are maintained for the dispatch of the annual report, including the accounts, the ballot papers and details of trustees for election and vice-presidents for appointment.
 - (d) The papers are supplemented compared to a traditional meeting. For example, we shall write something about the vice-presidents, as there will be no one speaking to their appointment at a meeting.
 - (e) Three weeks before the date of the annual general meeting, there will be a whole week in which members can submit comments and questions on the papers. These will be answered by the relevant person who proposed the item, and at the end of the week a collated set of the questions and answers is circulated to members by email (and, if possible, posted to any non-email members who have asked for them). There will be a dedicated week for questions to allow for planning and to provide a focus for the week, although any questions received before the collated answers are posted will be included.
 - (f) There will be two whole weeks in which voting can take place. All voting will be by proxy.
 - (g) On the day of the 'meeting' (ie 9 July), the tellers will count the votes, and the results will be announced by email and on the website.



15 April 2020