

Healthy Minds Finance Sub Committee Meeting

Healthy Minds Office, Halifax

Monday 10th February 2020 7-9pm

1. Welcome, Present and Apologies

Present: Ann Dower, Jonny Glenn, Freda Davis, Jonathan Morrish (Chair)

Apologies from Paul Hunt

2. Minutes and Matters Arising:

Independent Examiner: It was agreed that Helen Galvin should be retained for the 20/21 financial year. JM or PH would speak with Helen and enquire whether it would be possible for her to complete her work more quickly to enable an AGM to take place in November (Action: JM / PH)

Spot Checks: Trustees to be encouraged to undertake spot checks of the financial documentation and these could potentially take place at the time of subcommittee meetings. JRG mentioned that a consultant from Lloyds was being engaged to assist trustees with their understanding of the accounts.

Mandate: No progress has yet been made to add JM and PH to the mandate (Action: AD)

Todmorden funding: A panel is meeting at the end of February to notify about future funding. It is anticipated that we will receive funding for 20/21.

Money in Mind: Funding is expected to be confirmed imminently.

Safespace: This service is going through a procurement process. A meeting has taken place with the commissioner and funding has been confirmed until the end of June. The new service will be for 7 days a week and it will be a 2 year award. We are optimistic about winning the new contract and continuing to provide the service.

VAT registration: The committee discussed this issue and asked Ann to compile a list of all outgoings where VAT is charged (Action: AD)

3. Reserves policy

There was a very lengthy discussion about the reserves policy, the amount that should be held in reserves and the methodology for its calculation. Our current reserves comprise £10k from the Kings Fund and an additional designated reserve of £2,800.

FD commented that we have an ongoing cashflow requirement and therefore a reserve element is built into each project. AD felt unclear about which reserves policy we were adhering to. JM advised that the revised reserves policy had been agreed at the board meeting in December but this hadn't yet been incorporated in the finance policy. It was recognised that consistency is required across the various policies (Action: JM / AD).

The committee discussed the necessary components of a revised reserves calculation. It was felt that Safe Space should be included as funding is yet to be confirmed, Todmorden also falls into the same category and there should additionally be a small reserve held to cover any potential redundancies. JRG agreed to undertake a calculation in time for the February board meeting (Action: JRG). This should be reviewed and agreed by the Finance subcommittee before being tabled at that meeting.

4. 20/21 Draft Budget

The committee thanked AD for her hard work in preparing a draft budget for the committee.

The budget statement was reviewed and it was recognised that it only reflected those projects where funding had been confirmed. Time Out could be added but Peer Support and Todmorden still required further clarification. AD agreed to send JM an updated schedule by 14 February which was received and has been attached to these minutes.

5. Report on current finances and balance

Funding summary

AD presented the funding summary as at 31st January 2020 which showed a credit balance of £220k.

Payments are currently awaited for Todmorden, Crookhill Windfarm and Henry Smith.

No significant risks were identified, with regard to income or expenditure.

AD also presented a very useful summary of actual and budget figures by all income and expense categories. The committee agreed that the schedule would be helpful for future budget setting and prompt discussion about significant variances that arise.

6. Report on recent and future funding, options, applications and outcomes

JRG reiterated that our top risk is the future funding for SafeSpace. Funding for Todmorden and Money in Mind is also still pending.

Funding had been received for Peer Support and Crisis amounting to £50k over 2 years. This was funding from the CCG but the start date is still to be confirmed.

7. Matters to take to Board meeting

JM to table minutes with cover note at next meeting of the board.(Action: JM).

8. A.O.B.

AD raised a concern about Healthy Minds no longer having a Treasurer and that she therefore wouldn't have a clear point of contact. However JM and JRG attempted to ameliorate her concerns by saying that the Chair of the Finance Committee was effectively the treasurer but the Board had decided to make the change in order to encourage trustees to adopt a shared responsibility for the finances of the charity. JM agreed to meet with AD in order to address her concerns and build up a stronger working relationship (Action: JM).

AD tabled the current Expenses policy at the meeting. These had been last updated in August 2017 and were overdue to be reviewed. It was agreed that expenses entitlements should be updated for inflation and that the policy should be applied consistently between the area teams. AD agreed to circulate the policy to the teams, request feedback and revise the policy accordingly (Action: AD)

AD had undertaken some research into opening a new instant access bank account. It was agreed that the Ecology Building Society was the most attractive as it offers a rate of 0.85% although it isn't currently accepting any new accounts. It was suggested that the reserves monies should be held in this account.