

## Executive Summary of the 150th Board Meeting

**Date:** Wednesday, 11 June 2025  
**Location:** Holly Walk, Leamington  
**Chair:** Antony Townsend

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### Attendees

**Board Members:** Antony Townsend (Chair), Helen Venn, Julian Atkins, Peter Bayliss, Kate Shaw (Chief Executive)

**In Attendance:** HMRC, Policy & Operations Manager, Compliance & Assurance Manager, External Auditor

**Observing:** Registrations Team Leader

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### Key Decisions & Updates

#### Governance

- Previous minutes approved.
- No declarations of interest.
- NED induction materials to be stored on SharePoint.
- Committee Terms of Reference (TORs) reviewed and updated.

#### Finance & Audit

- Dormant company accounts signed off.
- 2024/25 accounts approved with a clean audit report.
- Director salaries to be disclosed in bands in Annual Report.
- Journal control processes discussed.

#### Operations

- Compliance assurance statements issued.
- ERS self-assessment approved for publication.
- Complaints policy under review; annual reporting to Board agreed.
- Treasury policy to be reviewed.

#### Strategic Engagement

- EB visits highlighted differing funding strategies.
- LCF Conference scheduled at Birmingham Museum.
- HMRC consultation response to be via letter, not survey.
- TOA renewal has been extended to December 2025 pending resolution of certain issues; draft to be circulated.

**Entrust Online**

- Launch scheduled for 16–18 June 2025.
- Positive feedback from EB testers.
- RB thanked for contributions.

**Planning Ahead**

- Terms Of References.
- Consultation feedback.
- LCF Conference.
- Satisfaction survey.
- Corporate plan.
- NEDs to verify identities with Companies House.