

Executive Summary of the 150th Board Meeting

Date: Wednesday, 11 June 2025

Location: Holly Walk, Leamington

Chair: Antony Townsend

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

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.