

**Present:**

**Board Members**

Fiona Abbott  
Janet Atherton  
Paul Baker  
Melanie Carroll  
Christine Gibbons

Dan Howard (Chair)  
Andy Key  
Mark Smith

**Staff**

Pete Fitzboydon  
Matt Mallinder  
James Scott  
Nicola Marshall  
Phil Hall

**Ordinary Business**

**1. Chair's Communication - DH**

- Meeting purpose to review and sign off an updated budget and business plan (01.10.20-30.09.21)

**2. Apologies**

- Apologies had been received from Rachel Kirkwood, Jacqueline Hills and Carl Pearse.

**3. Declaration of Interests**

- Nothing further was declared.

**4. AOB**

- No additional items were raised.

**5. Budget and Business Planning – PF / PH**

- Presentation of updated budget to the board
- Key focus on increasing income and reducing operating expenditure
- Discussion of unrestricted reserves, current reserves threshold and associated risks
- Change in financial year and future business planning
- Discussion on the impact of the revised changes had on strategic objectives and delivery of any key plans or targets
- Board agreed to proceed with the revised budget to September 2021 and replan in Spring 2021

**6. AOB**

- None.

**Dates of future meetings**

- Saturday 17 October 2020
- 2021 Governance calendar to be finalised subject to amendment to year end date