Present:

**Board Members**
Fiona Abbott  
Janet Atherton  
Paul Baker  
Melanie Carroll  
Christine Gibbons

**Staff**
Dan Howard (Chair)  
Andy Key  
Mark Smith  
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