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LEEDS DIOCESAN BOARD OF FINANCE

COMPANY NUMBER: 8823593

BOARD MEETING OF LEEDS DIOCESAN BOARD OF FINANCE

held on Monday, 3rd March, 2014 at 2pm at Leeds Club, 3 Albion Place, Leeds, West Yorkshire LS1 6JL

Present: The Rt Revd Dr Tom Butler (Chair), The Ven Paul Slater, Mr John Tuckett, Mr Ashley Ellis, Mrs Debbie Child, The Revd Martin Macdonald, Mr Raymond Edwards and Mr Simon Baldwin.

In attendance: Mr Michael Lindley (Acting Diocesan Secretary, Diocese of Ripon & Leeds)

1 Introduction and welcome

The Rt Revd Dr Tom Butler welcomed the Board members and opened the meeting with prayers.

2 Apologies

Apologies had been received from The Rt Revd Tony Robinson and The Rt Revd James Bell.

3 Minutes of Inaugural Meeting of Board held on 13th January, 2014

A copy of the minutes from the Inaugural meeting of the Board of the Company held on 13th January, 2014, had been circulated to the Board members prior to the meeting.

IT WAS RESOLVED THAT the minutes be approved with an amendment to Item 5 o to read "IT WAS RESOLVED THAT...." rather than "It was proposed that....".

4 Matters arising

Item 5 k (ii) – Bishop Tom Butler would write to the Board members of the existing Boards of Finance encouraging them to consider offering their financial expertise to the new diocese and also confirming their responsibilities up to the Appointed Day and after the Appointed Day. John Tuckett and Ashley Ellis would work with Bishop Tom on this.

Item 5 m and 5 n – Trust Corporation status and Charity status had now been granted to the company.

5 Declarations of interest

None were disclosed.

6 Adoption of the Company Seal

A copy of the impression of the Company Seal was circulated to the meeting.

IT WAS RESOLVED THAT this be adopted as the Company's Seal.

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IT WAS NOTED THAT a set of seal pliers of the Company's Seal would be kept at Church House, Wakefield, Kadugli House, Bradford and St Mary's Street, Leeds.

IT WAS AGREED THAT Ashley Ellis would check whether resolutions of the Board needed a proposed and a seconded.

7 Management/Employment Committee report

IT WAS REPORTED THAT the Management Committee had had its first meeting. The following issues had emerged from that meeting:

- i) A draft document would be submitted to the next Board meeting outlining proposals for the ambit of the delegated authority from the Board to the Management Committee.
- ii) Management Structures were being developed and there was agreement that this would include two Chief Officer posts for Debbie Child and Ashley Ellis and that job descriptions for these posts would be approved as soon as possible.
- iii) It was noted that the three diocesan HR policies were currently being reviewed by Elaine Frecknall to identify differences.

8 Finance matters

8.1 Outturn 2013

IT WAS REPORTED THAT SOFAs and Balance Sheets will be produced for each of the three dioceses as at 31st December, 2013, and Ashley Ellis will summarise these into one document for the next Board meeting.

IT WAS REPORTED THAT each of the current diocesan boards of finance were arranging for their accounts to be audited to the yearend of 30th April, 2014. Each of the three dioceses auditors were also going to verify the transfer Balance Sheets of the three existing dioceses to the new diocese.

IT WAS NOTED THAT auditors would need to be appointed via a tendering process for the Leeds Diocesan Board of Finance by autumn 2014.

8.2 Outturn 2014 – Management

IT WAS REPORTED THAT Ashley Ellis will produce a summary of the existing 2014 diocesan budgets for the next Board meeting. During the Transitional Period, post 20th April, 2014, every 2 months Ashley will bring a summary financial report to the Board on results (actual against the Budget). Monthly Management Accounts will be prepared so issues can be identified as they arise. Ashley will meet monthly with each of the Finance Managers separately with their non-executive director on the Board to review these accounts.

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An additional matter raised was whether the minutes of the Leeds DBF would be available other than to the Board members.

IT WAS AGREED THAT the Board would work towards the Board Minutes of the company being available on the new diocese's website with appropriate redactions for confidentiality purposes.

8.3 Budget 2015 – process

IT WAS REPORTED THAT the Budget for 2015 will need to be approved at the first Diocesan Synod of the new diocese in November, 2014. The Budget process has already started. Each of the current dioceses is asking its budget holders for submissions and if there are any significant exceptional costs or savings which can be included in a 2015 Budget. An initial budget document would be produced by Ashley Ellis for consideration/approval by the non-executive directors, the Board of Finance, Bishop's Council and Diocesan Synod.

Debbie Child will produce a discussion paper on a proposed Stipend and Salary policy for the new diocese for discussion at the next Board meeting on 17th March, 2014 with a view to a decision being taken by the Board at its meeting on 31st March, 2014. It was also agreed that there would need to be a full understanding of each existing diocese's policies and that a discussion would be needed to enable this to happen.

IT WAS AGREED THAT that with the assistance of the communications team, information would be sent from the Company Secretary to the parishes outlining the key issues in respect of the introduction of the new diocese and the 2015 Budget.

9 Any other business

The Board would consider the appointment of the chair of the Inglefield Committee (which had been set up by bequest and whose Chair was usually appointed by the Ripon and Leeds DBF) at its next meeting.

A review of all other similar bequests/funds would be made.

John Tuckett would provide an update on the progress of the work streams of the Design Group/Transformation programme for the Board meeting on 31st March, 2014.

10 Date of the next 2014 meetings:

17th March, 2014 (Kadugli House, Bradford)

31st March, 2014 (Church House, Wakefield)

28th April, 2014 (Church House, Wakefield)

Future dates were being arranged.