

**Minutes of the Board of Trustees meeting held via Zoom on
Wednesday 24th February 2021 at 10.00hrs**

PRESENT

Margaret Moffat, Chairman

George Kempton, Vice Chairman

Audrey Harris

Chris Kitchin

Cynthia Matthews

David Paterson

Paul Farenden, Honorary Treasurer

Wendy Lindley

Danny Mortimer

Clare Panniker

IN ATTENDANCE

John Rostill OBE, Chief Executive

Debbie Arnold, Fellowship Administrator

Action

0190 1. APOLOGIES FOR ABSENCE

There were no apologies for absence

0191 2. DECLARATION OF CONFLICTS OF INTEREST

There were no declared conflicts of interest

0192 3. MINUTES OF THE MEETING HELD ON WEDNESDAY 23rd SEPTEMBER 2020

The Minutes of the Board meeting of 23rd September 2020 were confirmed and the Vice Chairman proposed that they be adopted and agreed. This was seconded by Audrey Harris

A hard copy of the Minutes will be provided for signature by the Chairman at a later date.

0193 4. MATTERS ARISING

The Chief Executive clarified that the application for the National Lottery Community Funds Covid 19 grant reported at the last meeting on 23rd September, was successful. The Fellowship subsequently received £75,000 to mitigate the loss of subscriptions as a result of the pandemic and £10,000 for the 'Reducing isolation and increasing connectivity' project in the North West

0194 5. OUTCOME OF INTERVIEWS FOR TRUSTEES

The Chairman and Vice Chairman had interviewed 2 candidates but were unable to recommend any appointment.

The vacancies will be re-advertised with more detail concerning the responsibilities of the role of a trustee. The Chief Executive agreed to help prepare candidates for interview in future.

CE/CO

The Chairman confirmed that Audrey Harris will stand down as a Trustee from April 1st 2021. She thanked Audrey for her contributions to the Fellowship during her various roles as Chairman, Vice-Chairman, Trustee and Chairman of the Benevolent Fund committee. The other Trustees and the Chief Executive all added their thanks.

The Chief Executive confirmed that, in line with past practice, the outgoing Chairman of the Fellowship becomes the Chair of the Benevolent Fund committee. The current Fellowship Chairman, who will step down in October, has agreed to take over this role from 1st April.

The Remuneration Committee vacancy resulting from Audrey standing down will be addressed by the Chief Executive outside of the meeting.

CE

0195 6. CHIEF EXECUTIVE'S REPORT

The Chief Executive began by giving credit and thanking all staff in both Central Office and in the field. for working tirelessly to engage with the membership throughout the pandemic.

The Chief Executive highlighted the following points in his report:

Joan Dew

Joan received over 100 cards on her 100th birthday from members of the Fellowship and the Chief Executive spoke to her on her birthday. A letter has since been received from Joan expressing her gratitude and thanking everyone for their contribution. The Chief Executive highlighted this as a demonstration of the true meaning of fellowship.

Capitation Fee

All branches have now agreed to pay Capitation fees (excluding the mothballed Folkestone branch). There have been a number of issues including problems getting cheques signed. 2 branches have now agreed to pay their fees once they can arrange for cheques to be signed. The Chief Executive will write to all members of a third branch asking them to pay Central Office directly.

Greater Manchester 'Reducing Isolation and Increasing Connectivity' Project

This project is proceeding extremely well. The National Lottery Community Fund grant, referred to above, has been used to provide tablets for some members who do not have access to a computer and to develop 2 virtual branches in the area.

College of General Dentistry

The Chief Executive was approached by the College asking for support from the Fellowship for this new organisation and for assistance in making its literature more user friendly. This is an opportunity to demonstrate how valuable our members can be and how we can collaborate and co-operate with other organisations. No costs would be incurred by the Fellowship and our logo would appear on the College of General Dentistry website.

The Chief Executive asked for decisions to be made by the Trustees on 3 items:

1. The recommended Capitation fee for 2021-22 should be £10
2. The Fellowship should support the College of General Dentistry
3. The Fellowship should continue to plan for a face to face AGM **on October 22nd 2021** (NB not 15th October as indicated in the CE Report) - rules for travel

and socialising permitting.
Trustees unanimously agreed to all three items.

Cynthia Matthews asked who would organise the AGM. The Chief Executive answered that as he has been unable to contact the past conference organisers IOW Tours and unless it is possible to find an alternative, Central Office would take over this role. £30,000 has been included in the budget for this purpose.

David Paterson asked whether the Fellowship has age profile information for the membership base – the Chief Executive answered that unfortunately we do not.

The Chief Executive informed the Trustees that a new Regional Representative for the North West – Sharon Slack – has been appointed. Jack Yan, Regional Representative for South East Thames is standing down on 31st March 2021.

0196 7. HON. TREASURER'S REPORT

Final Accounts 2019-20

The Hon. Treasurer indicated that the accounts for the financial year 2019- 20 showed a strong balance sheet, but at the same time he drew attention to the financial fragility of the Fellowship, related to declining membership numbers and also to the loss of various grants. The proposed P60 recruitment campaign in 2022 is therefore of vital importance

Audrey Harris requested that the word 'old' should be removed from the description of the purpose of the Benevolent Fund included in the Accounts

Hon.
Treas/ CO

Month 10 Financial reports

The reports indicate that the Fellowship is financially stable at this stage but with no grants received from Scotland or Wales and the agreed grant of £50,000 from NHS England not yet received, this could be a cause for concern. The grant of £75,00 from the Lottery Community Fund has helped to mitigate some of the shortfall due to the reduction in Capitation fees.

The Chairman of the Benevolent Committee confirmed that no grants had been made from the Benevolent Fund since this report was produced. She thanked the Benevolent Fund committee members (David Paterson, Sue Williams and Lorraine Taylor) for their help and guidance during her period of office.

Draft 2021/22 Budget

This Budget is based on historical patterns of income and expenditure

The Chairman thanked the Hon Treasurer and CO staff for compiling these reports and the Hon. Treasurer also thanked CO and the Fellowship accountants Frost and Co.

The following comments and queries were made:

David Paterson enquired about the 'Disposal of investments' of £4,000 shown in the Final accounts The Hon. Treasurer will reply to David after he has investigated this.

Hon.
Treas.

David Paterson requested that pie charts similar to those utilised in 2019 be used to illustrate the information. The Hon. Treasurer will address this.
The Vice Chairman enquired about the expenditure on travel in the Month 10 Sage accounts. The Hon. Treasurer replied that this was incurred for the Future Group meetings held in Warwick during 2020.

Hon Treas.

Danny Mortimer commented that the report was helpful and that the note of caution regarding the loss of grant income was important. He suggested that the reduction in income due to grant loss and the second reduction in Capitation fees for this year, needed to be clearly communicated to the branches in terms of the repercussions on the financial standing.

The Hon. Treasurer confirmed that the assumption is that the reduction in Capitation fees is a non-recurrent reduction.

The Chief Executive confirmed that he will make this point explicitly in his communication with branches within the next week. The reduction in Capitation fees for 2021-22 is in recognition that the branches have not met since March 2020 and will probably not be able to meet until July 2021. Capitation fees will return to their original levels in 2022-23.

Audrey Harris commented that the Fellowship will not know how many members there are until meetings resume. The Chief Executive agreed and mentioned the difficulties branch committees are experiencing in establishing current membership levels.

The Hon. Treasurer reiterated his comment regarding the crucial role the recruitment campaign will play in the Fellowship's future.

0197 ANY OTHER BUSINESS

Submission from David Paterson to House of Lords Select Committee on COVID-19 – This was provided for information. David Paterson consulted with some Fellowship members, amongst others, to gather information regarding the rapidly increasing reliance on digital technology accelerated by the pandemic. This submission is the second from the Scottish Older People's Assembly and was made in December 2020 and is now posted on line. David was thanked for his work.

Vaccination Passports

The Chairman introduced the topic of vaccination passports, their likely availability and their general use. Both Clare Panniker and Danny Mortimer advised caution on giving any presumptive advice at this stage. The Chief Executive reported that Michael Gove was leading a review of the proposal which is expected to be published at the end of June. It was agreed no decision could be made at this stage and the Fellowship will await further guidance

0198 NEXT MEETING

The date of the next Board meeting is confirmed as **26th May 2021**.

This meeting will be held as a Zoom meeting. The 15th September meeting is likely to be a face to face meeting

The meeting closed at 10.45

Debbie Arnold
25th February 2021