

## Healthwatch Trafford

### Minutes of Extraordinary Board meeting 20<sup>th</sup> June 2024

#### Online Zoom Meeting

Meeting commenced at 5.30pm

#### Present:

Heather Fairfield (HF) - Chair

Jean Rose (JR)

Janet Brennan (JB)

Andrew Latham (AL) – Company Secretary

| Agenda item                               | Discussion and Actions   |
|---|--|
| 714. Welcome; apologies and introductions | <p>Apologies: BH, SG</p> <p>714.1 HF welcomed everyone to the meeting.</p> <p>714.2 HF asked AL for clarification on whether the meeting was quorate? AL checked the Articles of Association and confirmed that the meeting was not quorate (quoracy requiring any 4 directors). AL suggested that the meeting go ahead and that provisional resolutions could be circulated to absent members for comment and approval/rejection, or a further meeting arranged. All agreed.</p>  |
| 715. Declaration of Interest              | 715.1 No declarations of interest received.  |
| 716. Management Accounts                  | <p>716.1 AL presented the previously circulated Management Accounts to the end of 2023-24.</p> <p>716.2 HF asked why items such as Office costs and subscriptions were nearly double the budget figure? <b>Action: AL to analyse the cashbook entries and report back.</b></p>   |
| 717. Financial Statement of Accounts      | <p>717.1 AL presented the previously circulated Financial Statement of Accounts for 2023-24.</p> <p>717.2 HF asked why expenditure for admin is different on page 10 than on page 1 (£12268 and £13874 respectively)?</p> <p>717.3 HF queried the average number of employees stated as 6 on page 5? AL confirmed that it should be 3.6</p> <p>717.4 AL noted that the reference to activities during Covid on page 7 should be removed. <b>Action: AL to amend where necessary, query points with accountant where required and then recirculate to members.</b></p>  |
| 718. Budget &<br>719. Budget Breakdown    | <p>718.1 AL presented the previously circulated budget.</p> <p>718.2 AL talked through the options provided for salary increases, explaining the impact on the forecast end of year position and the potential risk associated with each. HF asked members which percentage increase option they favoured? JB, JR and HF all agreed to approve a 5% salary increase for all staff. <b>Action: AL to present this provisional agreement to absent board members for consideration.</b></p> <p>718.3 AL asked if members were happy to agree the draft budget (subject to approval by absent members)? All agreed.</p> |
|   | MEETING CLOSED AT 18:18pm  |

|                                  |                 |
|----------------------------------|-----------------|
| 720. Date & Time of Next Meeting | To be confirmed |
|----------------------------------|-----------------|

CONFIDENTIAL

**2024/25**

## Board Minutes Action Log

| Date Added | Reference in Minutes | Action  | By When      | To be completed by | Status |
|------------|----------------------|---|--------------|--------------------|--------|
| 8/2/2024   | 694.10               | HF to check with Karen Ahmed whether Trafford patients could be referred back to Trafford from Salford Royal NHS Foundation Trust               | Next meeting | HF                 |        |
| 30/5/2024  | 709.1                | AL to find out if it was now possible to transfer a care package between GM boroughs under the GM ICS?  | Next meeting | AL                 |        |
| 30/5/2024  | 706.4                | AL to add E&V plans to the 2024-25 Workplan   | Next Meeting | AL                 |        |
| 30/5/2024  | 708.2                | HF/AL to circulate figures relating to female deaths from alcohol and substance misuse in Trafford  | Next Meeting | HF/AL              |        |
| 30/5/2024  | 710.2                | AL to produce paper on proposed budget and salary options and to arrange an extraordinary meeting to deal with all outstanding finance matters. | Next Meeting | AL                 |        |
| 30/5/2024  | 712.1                | Income Generation to be added to a future agenda  | Next Meeting | AL                 |        |
| 20/6/2024  | 716.2                | AL to analyse the cashbook entries and report back  | ASAP         | AL                 |        |
| 20/6/2024  | 717.4                | Accounts: AL to amend where necessary, query points with accountant where required and then recirculate to members.                             | ASAP         | AL                 |        |
| 20/6/2024  | 718.2                | Salary Increases: AL to present this provisional agreement to absent board members for consideration.   | ASAP         | AL                 |        |