

**Minutes of Visyon Ltd trustee meeting,
held on Monday 20th August 2018 at Fellowship House, Park Road, Congleton**

Item No.	Item
18.08.01	<p>Introductions, Apologies & Conflicts of Interest</p> <p>Present: Chrissie Cooke (CC) (Chair) Andrew Leahy (AL) Liz Johnson (LJ) Rob Lilley (RL) Andrew Brabban (AB) Adi Dean (AD) Jenny Hawkes (JH)</p> <p>Apologies: Louise Dooks (LD)</p> <p>In Attendance: Adam Clarke from Mitten Clarke Audit Ltd (AC) Laura Whitaker (LW) CEO Interim Sandi Marshall (SM) Minute-taking</p> <p>Mentioned in minutes: Service Effectiveness Group (SEG) Financial Sustainability Group (FSG) Senior Management Team (SMT)</p> <p>CC opened the meeting.</p> <p>RL recorded a potential conflict of interest as he supplies IT services to Visyon. AD recorded a potential conflict of interest as he supplies Health and Safety Consultancy to Visyon on a pro bono basis.</p> <p>It was agreed that these conflicts do not affect any of the business on this meeting's agenda. No other conflicts were recorded with any of the business on this meeting's agenda.</p>
18.08.02	<p>Audited Accounts for 2017-18</p> <p>AC introduced Visyon's Annual Report and Accounts for 2017-18. Headline figures are: Income: £834,714; Outgoings: £810,822; Surplus: £23,892; Reserves: £264,436.</p> <p>AL asked if the reserve position was healthy. AC confirmed that it was.</p> <p>AL asked why the restricted reserves were restricted. LW to ask Finance Manager and feed back.</p> <p>AC confirmed that he had no concerns regarding the balance sheet and he stressed that this was a snapshot.</p> <p>AL asked if it would be wise to invest the reserves. AC stated that Visyon shouldn't invest in anything with high risk.</p> <p>RL to speak with Finance Manager about aligning the Annual Accounts with the Management Accounts so that the trustees can more easily understand the allocations.</p> <p>AC confirmed that he had requested that the contingency set aside to pay liability costs to SWANS CIC should be released, as he didn't feel that this was still a liability.</p>

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	<p>AC confirmed that the accounts had received a clean audit report, with no modifications.</p> <p>AC stated that the fixed asset register should be updated and aligned with the accounts. He stated that this isn't necessary for the accounts but is prudent for insurance coverage.</p> <p>AL questioned a sentence in the Opening Statement relating to Visyon's intention to de-medicalise the delivery model. He suggested that it was unclear that Visyon had given notice on the SC CCG contract due to the inappropriateness of referrals, but that the implication was that this had happened due to Visyon's inability to cope. The Trustees all agreed for CC, AL and LW to re-word the 5th, 6th and 7th paragraphs of the Opening Statement and circulate to the Trustees for agreement by the end of the week. Once agreed, the revised Opening Statement will be sent to AC for him to insert into the Annual Report and Accounts before signing them.</p> <p>Formal thanks were recorded to Visyon's Finance Manager, Volunteer Bookkeeper, the SMT and also to AC.</p>
<p>18.08.03</p>	<p>Minutes of 17th July meeting</p> <p>The minutes of the Trustee meeting of 17th July 2018 were accepted as a true record of the meeting with the amendment that AD was present for this meeting.</p>
<p>18.08.04</p>	<p>Essential Business</p> <p>LW circulated a draft agenda for the AGM. All agreed. SM to circulate the names of the trustees due for re-election.</p> <p>All agreed to discuss how to thank staff for all their hard work at the development day in October.</p>
	<p>Dates of next meetings</p> <p>All meetings 6pm for discussion before 6.30pm business meeting, unless otherwise stated.</p> <p>Venue: Fellowship House, Park Road, Congleton</p> <ul style="list-style-type: none"> • Wednesday 19th September 2018 – 5-6.30pm – for a full trustee meeting • Wednesday 19th September 2018 – 6.30pm – AGM • Monday 15th October 2018 – <i>cancelled</i> • Friday 19th October 2018 – away day with incoming CEO and SMT – times and venue TBC • Monday 17th December 2018 • Monday 18th February 2019 • Monday 22nd April 2019

Signed.....

Position.....

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Date.....