

ALCOHOL PROBLEMS ADVISORY SERVICE and APAS TRADING Ltd.

Minutes of meetings of the directors held simultaneously at King Charles House, 7 Standard Hill, NOTTINGHAM NG1 6FX on Thursday May 13th 2010.

Present: Nick Tegerdine
David Harding-Price (in the Chair)
Andrea Spence

Apologies: Michelle Trueman

10.07 Introductions and apologies for absence.

Apologies had been received from Ms Trueman due to work and family commitments.

10.08/09 Minutes of the previous meeting and matters arising, taken together

The minutes were approved and there were no matters arising not elsewhere covered by the agenda.

10.10 To confirm agreements for services

Mr Tegerdine explained the background to the agreements presented to the Board copies having been previously circulated).

It was agreed that:

Jalapeno business Services would provide IT and telephony support for the next three years as per the document on the table. This was duly signed.

Peninsula Business Services would provide personnel services advice and support for the next three years as per the document on the table. This was duly signed.

The Service Level Agreement with Gamcare was fully considered and the Board was content to sign this agreement. Mr Tegerdine said that this document is renewed annually and is the vehicle which provides the funds for the services we provide to gamblers and their families across the region.

Action: Mr Tegerdine to complete and send the documents on behalf of the organisation.

10.11 Report of the Executive Director

Mr Tegerdine provided a verbal update on various correspondence between the Board members, adding that reputational damage from the unfortunate events of last year was apparent. Nevertheless, new agreements were in the offing and all current agreements remained in force.

10.12 Financial report

The accounts and statements were considered and the Board concluded that the organisation remains a going concern.

Mr Tegerdine detailed his meetings with Higson and Co, Accountants, and the progress of finalising annual accounts. The difficulties experienced and the issues arising were considered and it was thought fit to examine every aspect of the work done by Harwood and Ball and the apas staff involved over the last two years.

Action: Mr Tegerdine to review.

Mr Tegerdine suggested amendments to the Standing Financial instructions in the light of the findings of the audit process so far and the need to incorporate payments by BACS. It was agreed that the SFI's would be reviewed as suggested.

Action: Mr Tegerdine to liaise with the other directors and to bring the revised document to a subsequent meeting.

10.13 County Council Grant Aid

Mr Tegerdine explained the background to the agreement for grant aid from Nottinghamshire County Council. It was noted that the funding made available had been reduced in the light of budget restrictions applied by the County Council.

It was also noted that last year there had been a failure on the part of the staff and director involved with finances to deliver the required reports to the County Council in a timely manner, which had nearly resulted in a total loss of income. Mr Tegerdine said that the situation had been recovered but that it was essential not to repeat the mistakes this time.

The Board considered the offer of Grant Aid made by Nottinghamshire County Council and the terms and conditions associated with it. The Board resolved to accept the offer and authorised Mr Harding-Price and Mrs Spence to sign acceptance on behalf of the organisation.

Action: Mr Tegerdine to send the document to the County Council straight away, thereby releasing funds.

10.14 CRB procedures

Mr Tegerdine explained that, as in previous years, the County Council acted as an umbrella body for voluntary sector organisations and provided an efficient and helpful Criminal Records Bureau check service.

The document on the table was a renewal of the previous arrangement.

The Board agreed to accept the agreement and it was duly signed.

Action: Mr Tegerdine to complete the paperwork and send it to the County Council.

10.15 Memberships

Mr Tegerdine detailed the history of the membership scheme, adding that some deficiencies in the running of the membership scheme had been highlighted in recent months.

The new management arrangements were noted, and the agreement of the Charity Commission to the arrangements was also noted.

Mr Tegerdine added that, going forward, a person or persons other than himself would be responsible for the day to day administration of the register of members, but that the Board would ultimately accept responsibility for the admission of new members and, if the situation arose, the termination of memberships.

The register of members was produced to the meeting and the Board confirmed the document as the total of the membership at that point.

Mr Tegerdine said the applications for membership would be brought to Board meetings in the future.

The Board then proceeded to consider matters that are generally to do with service delivery or staffing matters that are considered confidential to the Board.