

Date 20 July 2010
Place CPCG Office
Present Anna Tapsell (AT)) - Chair of Meeting; Gill Keneally, Jim Toohill, Paul Andell, Wesley Walters-Stephenson, Sandra Moodie, Doye Akinlade, Ros Munday, Jane Warwick ; Ivelaw Bowman

1. Apologies Shane Collins

2. Minutes and Matters Arising from previous meeting 15 June 2010

Minutes

Amend to include Jane Warwick as present

Matters Arising

The Action Log was updated as indicated (appended)

JT

3. Finance and Funding

JT tabled a report of the financial position and the end of year position which indicated that, allowing for expected costs of recruitment and follow on from the Whose Shout? Report, would be within the stated Reserves Policy.

4. Administrator Recruitment Process

After extensive discussion, **the Board agreed** to advertise the post with the option of two part time roles covering, respectively, between administration in the strictest sense (mailings, minutes, membership, office admin etc) and the wider networking, representation, advocacy role;

AT/JT

5. Register of Interests

The Board discussed a paper by Anna Tapsell setting out a policy for Declaration of Interests. **It was agreed that**, with minor amendments, the policy would be adopted for the new Board.

The Board also agreed that CRB checks should be a condition of Board membership and that this should be made clear to those standing for the Board. It was suggested that the process of applying for CRB checks should be handled by the Administrator and that if the response from CRB was other than 'all clear', the issue would be dealt with by the Chair and Honorary Comptroller who would report, in general terms, their decision to the Board

AT/JT

6. Recent and Future Meetings.

There was a general discussion about the size and format of meeting agendas and it was agreed that efforts should be made to vary the format and constrain the length of meetings.

Topics discussed for future meetings were:

October: Joint Enterprise

November: Youth

11. Date of next CPCG Board Meeting

21 September 210

Signed as a true record:

Date:

Date of Originating Board	Action	Resolution and Date
March 2010	ACF: BM had received responses from some CPCG members regarding dates given for a visit to the Firearms Training centre at Gravesend. AT asked BM to extend the invitation to members who had not indicated an interest when the offer was made first time round. BM	Agreed with CO19 to reschedule in the autumn. [15.06.10]
March 2010	ACF: BM had received a quote from Opal Telecom in regard of telephone line rental and Broadband provision. BM was asked to enquire if Opal provided a remote access facility to voicemail and how much extra it would cost. BM	To be progressed. Not pressing until new administrator in post.[15.6.10]
March 2010	ACF: BM to produce a code of conduct which could be distributed to all CPCG members. BM	
July 2010	After extensive discussion, the Board agreed to advertise the post with the option of two part time roles covering, respectively, between administration in the strictest sense (mailings, minutes, membership, office admin etc) and the wider networking, representation, advocacy role; (JT/AT)	
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