



Board Meeting

10 November 2023, 6.00pm – 7.00pm
CCRMO Office, 1 Opal Street SE11 4HZ & Teams

Present

Sherona Gayle, SG
Michail Nazarenko, MN
Sally Seymour, SS Virtually
Craig Robinson, CR
Mike Corney, MC
Julien Kroll, JK

Apologies

Nicola Desmond, ND

Invited

Peter Street, PS
Earl Allwood, EA

Minute Taker

Sally Seymour, SS

Name	Item	Action
SG	Opens meeting and explains purpose of meeting is to go through the accounts for the year ended 31st March 2023. Invites EA to present the accounts.	
EA	Asks for confirmation on how to proceed with presenting the accounts	
	Board agrees EA should go through each page and highlight the key points the board should be aware of, and anything the board may need to consider.	
EA	Highlights the company information page needs to be correct as of the signing date for the accounts.	

SG	Confirms it is stale, and provides the required updates that need to be made to the listed board members: <ul style="list-style-type: none"> - Removal of Peter Street - Removal of Kinga Zacharska - Addition of Nicola Desmond 	SG to revert to EA with confirmation of resignation dates for board members that had resigned. Later in the meeting SG was able to confirm Kinga resigned on 14 th July.
MK	Confirms ND was coopted 1 st November	
JK	Asks what potential liability board members could face given accounts are being submitted late	
EA	Not anticipating any fines given minimal delay as expectation is that accounts will be submitted shortly. Highlights we may receive a letter from the FCA flagging the accounts have not yet been submitted.	
EA	Continues to walk through the accounts	
SS	Asks why the boiler replacement reserve has remained flat	
SG	Confirms this is because no proactive boiler replacement activity was completed during the financial year, and rather boilers were being fixed as and when required with that activity funded through the day-to-day budget	
PS	Asks for a breakdown of the biggest component of the legal and professional fees.	EA to come back on this
SG	Asks whether the fees relating to the audit and production of the accounts will change this year	
EA	EA confirms not his area so he cannot be sure, but likely there will be some increase due to inflation.	
EA	On the topic of next steps, EA confirms he is attending an audit the following Monday to Wednesday, but that someone else will be pushing everything forward from this point including sending out the final accounts plus letters to be signed. EA will speak to someone internally to ensure this starts on Monday.	
	It is agreed that forms to be signed will be emailed to both PS and SS.	PS to share SS email with EA
SG	Asks for board to vote on approving the accounts. All board members present vote in favour. Vote is passed, and accounts are approved, unanimously.	
	Meeting closed 19.00	

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