

Date	Thursday 17 th December 2015
Venue	Top Floor, 5/6 Kings Court, The Shambles
Time	11.00am – 1.00pm
Board Members	Role
Cllr Stuart Rawlings	Non-exec Director and Chairperson
Ian Floyd	Managing Director
Tracey Carter	Director
Paul Gibson	Director
Additional Attendees	Karen Bull WwY Carolyn Clarke, WwY Michele Stott (minutes) Sarah Kirby

BOARD MINUTES

Agenda Item	Topic	ACTION
1	Introduction and apologies No apologies were received.	
2	Declaration of Interests	
3	Approval of previous minutes and matters arising Minutes of meeting 15 th September 2015 were agreed as a true and accurate record.	

4	<p>Approval of Final Accounts 14/15</p> <p>SK presented the accounts, and explained that the previous year’s dividends were included in this years accounts. Accounts were agreed.</p> <p>IF to sign off letters of representation.</p>	SK
5	<p>CYT Finance & Performance Summary</p> <p>IF and KB gave a slide presentation. There are some new potential business expansion opportunities and these were discussed. Performance of the company, and its turnover was outlined.</p> <p>Phase 2 of the Website is now up and running, and new payroll system in operation. IF thanked KB and her team for a tremendous amount of work that went into this.</p>	
6	<p>Feedback from October Shareholder Committee</p> <p>SR said that following the resignation of two Directors, there should be two elected members and the second post should be offered to a Labour member. An additional external Director would also be appointed. SR will stay on as Chair.</p>	SR
7	<p>Proposed appointment of permanent MD</p> <p>IF has agreed to remain until a</p>	

	<p>replacement has been appointed. IF to bring a job description to the next meeting.</p>	
8	<p>AOB</p> <p>SR expressed his thanks to IF and the two resigning Directors for all their hard work and commitment.</p> <p>IF confirmed that Companies House records have been amended.</p>	IF
9	<p>Date of Next Meeting</p> <p>Thursday, 21 January Top Floor, 5/6 Kings Court, The Shambles</p>	

DRAFT