

Date	29 th March 2017
Venue	Medical Society, Stonegate, York
Time	3pm
Board Members	Role
Cllr John Gates (JG)	Non-exec Director and Chairperson
Cllr Tina Funnell (CF)	Non-exec Director
Phill McTaggart (PM)	Non-exec Director
James Grewer (JAG)	Non-exec Director
Bill Colman (BC)	Managing Director
Additional Attendees	Karen Bull WwY Operations (KB) Kate Anderson WwY Business Development (KA) Sarah Kirby CYC Finance (SK)

Minutes

Agenda Item	Topic	Lead
1.	Introduction and apologies Sarah Kirby was unable to attend owing to other CYC commitments. No other apologies were received	JG
2.	Declarations of Interest There were no declarations of interest	All
3.	Approval of previous minutes and matters arising The minutes of Board meetings on 14 th March and 22 nd February were approved.	All
4.	Management Performance Report A presentation was given and discussions took place around collaterals being created including new brochures and about various charging rates to different clients.	BC & KB

5.	<p>Finance Update BC gave a presentation of slides prepared by Sarah Kirby. There were discussions around February figures which incorporated a planned above-budget marketing spend.</p> <p>March and year end forecasts were also referred to with March projected to be 105% above target.</p> <p>Gross profit analysis per sector was discussed. It was noted that the company's balance sheet was in good health, but also that may change as the Company expanded into the commercial market.</p> <p>Discussions took place around commercial targets, and referrals which had taken place from existing contacts.</p> <p>A query was raised by PM around holiday pay and the accrual rate and expiry of accrued holiday. It was agreed that BC and KB would do some further analysis and report back to the Board.</p>	BC All Action BC & KB
6.	<p>Business Development Update KA gave a detailed presentation setting out plans for developing future commercial business and gave a comprehensive update on progress with current roles for new commercial clients.</p>	KA
7.	<p>CYC Dividend The Board agreed a proposed dividend to CYC, subject to audit and production of the statutory accounts.</p>	All
8.	<p>Staffing Update BC informed the Board of recent staff meetings and progress with outstanding matters.</p>	BC

9.	Risk Register The risk register was discussed and agreed	BC
10.	AOB BC and JAG informed the Board of a recent matter dealt with under the complaints procedure. KB informed the Board of a confidential future sensitive matter	All
11.	Date of Next Meeting Wed 26 th April 2017 3pm JG requested this be changed to Tuesday 25 th	