

# Chair Agreed Minutes Council 28 April 2022

## **Minutes of the Council Meeting 28 April 2022 On Zoom**

### **Present**

Jim Lyon  
Suzanne Nockels  
Chris Damp  
Hilary Biggin  
Sue Austin  
Chris Gillham  
Catherine Booton  
Gerry Simonis  
Eric Fenwick  
Foday Kamara  
Tom Wilson  
Margaret McGuinness  
Judi Holloway

### **Representing**

Chair  
President  
South East  
North West Midlands  
Chair of FSSC  
CF Wales  
East Midlands  
CF Scotland  
Eastern  
North West  
CF Scotland  
CF Scotland  
South West Midlands

### **Participant Observers**

Yvonne Campbell  
Mark Tucker  
  
Gary Baker

General Secretary  
Operations Manager/  
CFL Company  
Finance Controller

### **Apologies**

Mark Taylor  
Oliver Kinchin.  
Craig James  
Michael Rolton  
Bill Bentham  
Betty Bentham

President Elect  
Assembly Rep  
CF Wales  
Assembly Rep  
Assembly Rep  
North East  
Clare Edwards

### **Minutes**

## **1. Welcome & Introductions**

Chair of Council, Jim Lyon opened in prayer.

## **2. Apologies**

Noted as above.

## **3. Finance & Support Services**

**(Paper D, D1, D2, D3, D4)**

Chris Gillham advised he had not read through the Accounts (due to the late availability of the meeting papers) and will therefore abstain from voting.

### **Minutes of Meeting 21 April 2022**

**(Paper D)**

**Council unanimously accepted the minutes of the meeting of FSSC held on 28 April 2022.**

Chair of Council suggested the KPI's should be included in all FSSC reports to Council going forward.

### **CF Accounts and Budgets**

**(Paper D1)**

**Council agreed to recommend to Assembly that the Accounts for the Year End 31 December 2021 are approved with 1 abstention**

**Council agreed to recommend to Assembly that the budget for 2022 be adopted with 1 abstention**

### **CF Statutory Accounts Year End 31 December 2021**

**(Paper D2)**

**Council unanimously approved the statutory accounts with the following Amendment:**

#### **List of Trustees:**

Rev R Wilson to be changed to Rev T Wilson

**CF Balance Sheet** (Paper D3)  
**Council unanimously approved the balance sheet.**

**CF Audit Findings Report Year End 31 December 2021** (Paper D4)

**The Audit report contains the following observations and recommendations:**

1. For Right to Work purposes, employers need to have evidence that the appropriate checks have been performed where employment commenced on or after 29 February 2008, to ensure that the individual is not disqualified from carrying out their job by reason of their immigration status. It is recommended that IDs (such as passports or birth certificates) are kept on file for staff members who commenced employment on or after 29 February 2008 and are retained on file for two years after ceasing employment. This will ensure the organisation is complying with legislation and avoid any civil penalties or other sanctions.
2. Trustee declarations are now being completed on an annual basis, but one instance was identified where a trustee omitted their trusteeship in other charitable organisations as per the details held at Charities Commission. This increases the risk of undisclosed related parties being missed. It is recommended that reviews of declarations of interests are undertaken on an annual basis, to ensure that related party transactions are disclosed where they exist.
3. Intercompany loan to CFL – should consideration be given to write off this loan eliminating, CFL would then come under the audit threshold?

**Recommendation:**

**FSSC discuss point number 3 and report back to Council.**

**Decision: Agreed unanimously**

**Council unanimously accepted CF Audit Findings Report Year End 31 December 2021**

**Council agreed the Chair of Finance report to go to Assembly (Paper E)**

**4. Update on Assembly Status** (No paper)

The General Secretary updated the meeting on Assembly and asked for confirmation of which Trustees will be present to answer questions following the Council Observer's reports.

Not all Trustees present at this meeting, General Secretary to follow up by email.

**5. Admission of New Churches** (Paper F)

New Churches applying for affiliation to the Congregational Federation April 2022  
Two churches have applied

**Recommendation:**

**Pickering Home Church and Ruscombe Congregational Church are recognised as affiliated churches of the Congregational Federation**

**Decision: Council agreed unanimously**

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The point was made that Pickering Home Church do not want to be mentioned at Assembly.

### **6. Declaration of other Business**

#### **Assembly Review**

General Secretary advised the Assembly Review will be going out to churches imminently and that the Finance element will be added so it is one document.

#### **Chair of Council Assembly Presentation**

For information, previously agreed by Council at meeting of 1-2 April 2022

Financial Controller raised the point that this meeting was arranged one week after the FSSC meeting which is not sufficient time to prepare meeting papers.

It was agreed that this needs a wider discussion to make it work better next year.

Foday Kamara closed in prayer.

Chair of Council thanked everyone.