

Extra meeting of CCDT Board on Tuesday 2 August 2022 at 10am in VIC

Present: M.Griffiths S. Holden D.Moore M.Moore F.Park P.Prescott

T.Thompson

A.Docherty

Apologies: T.Kliskey A.Mitchell

Purpose of meeting: To consider the final item on the agenda of the July Board meeting, which was postponed because of time constraints.

Item: Discussion of OSCR letter and response to it. Note that OSCR have not requested a response, but this meeting demonstrates that CCDT is aware of the importance of regular review and adaptation of its practice and procedures.

Governance of Hydro Awards Fund: CCDT Awards Fund has guidelines for applicants to the fund, and for the Awards committee in their appraisal of and decisions about applications, to ensure that awards are made which will be of benefit in the community. It was agreed that....

Emphasis should be added that awards should always be in the best interests of the charity (CCDT).

Funds: The plan to appoint a book keeper will ensure that all funds will be regularly reported, showing what amounts are committed and what have yet to be drawn down in all CCDT banking accounts.

CCDT policies/ procedure: Regular reviews will be undertaken, probably at end of each financial year, and certainly before each AGM, to ensure that CCDT's charitable purposes are observed.

Finance Group: Decisions taken by this group should be presented to the Board of CCDT for ratification. Note that registration for VAT should soon be implemented.

Code of Conduct: This should be compiled, providing clear practice expected and procedures to be implemented. (At present CCDT does not have this, except for Memo/ Articles 22 *Expulsion from Membership* and Article 94 *Conduct of Directors*)

The meeting had no other business and concluded at 11 am.

This minute approved by Board and signed by F.Park, Chair, on 30 August 2022