

# ACTIVE LANCASHIRE LIMITED (“the Company”)

## MINUTES OF A MEETING OF THE BOARD OF DIRECTORS / TRUSTEES

**Held at Together an Active Future, Burnley, on the 29<sup>th</sup> January 2025 from 13.00-16.00**

### ***Present:***

Brian Cookson	Director / Trustee - Chair	BC
CC Rob Bailey	Director / Trustee	RB
Zuleikha Chikh	Director / Trustee	ZC
Roger Davies	Director / Trustee	RD
CC Michael Green	Director / Trustee	MG
Bryan Jones	Director / Trustee	BJ
Kathryn Moffitt	Director / Trustee (joined meeting at 13.15)	KM
Dannielle Roberts	Director / Trustee	DR
Joanna Robinson	New Director / Trustee	JR
CC Scott Smith	Director / Trustee	SS
Amanda Thornton	Director / Trustee	AT

### ***In attendance:***

Adrian Leather	Chief Executive, Active Lancashire	AL
Claire Lovick	Company Secretary and Executive Assistant, Active Lancashire ( <i>attended items 1-6 only</i> )	CL
Stuart Oliver	Director of Finance – Active Lancashire	SO

### ***Apologies:***

None.

### ***ACTION***

#### **1 Board Chair Welcome**

- 1.1 The Chair welcomed everyone and confirmed a quorum was present.
- 1.2 The Chair confirmed that Ken Masser has stepped down from the Board in January 2025 and acknowledged the Board’s thanks for Ken’s contribution to Active Lancashire.
- 1.3 The Chair confirmed this meeting is a one item only meeting to focus on finances, budget and the restructure. Minutes and actions from the last meeting will be discussed / approved at the April Board meeting.

#### **2 Apologies**

- 2.1 There were no apologies to note.

#### **3 Declarations of Interest and matters arising**

- 3.1 There were no Declarations of Interest or Matters Arising to note.

#### **6 Financial Year 2024/25 update including approval of external auditors**

- 6.1 SO provided a detailed update on the Financial Year 2024/25.
- 6.2 It was agreed at the last Audit and Finance Committee meeting that we will be tendering for new external auditors. Following a review of options, SO proposed that BK Plus are selected as the external auditors. A discussion followed and the Board approved BK Plus as Active Lancashire’s external auditors.

*CLAIRE LOVICK LEFT THE MEETING AT THIS POINT SO A CONFIDENTIAL MEETING COULD TAKE PLACE.*

#### **7 Finance / Budget update and restructure**

- 7.1 SO and AL provided a detailed overview of the budget forecast for 25/26. The discussion highlighted the risks and unconfirmed opportunities that represented 17% of the forthcoming budget as identified in the Business Development pipeline. The Board acknowledged that to achieve the budget forecast a number of vacant roles would need to be disestablished,

alongside a limited number of roles where individuals would be made redundant. The Board accepted the unconfirmed income funding risk, supported the dis establishment of roles and redundancies and accepted the budget as presented.

**8 Date of next meeting**

8.1 The next Board meeting will take place on 10/04/25.

**Signed by**

**Chair of the Board:**

**Date:**

DRAFT