

BOARD MEETING

19 June 2025 at 6.00pm, In Person



AGENDA		
1.	Welcome	KA
2.	Apologies	KA
3.	Approval of previous minutes	KA
4.	AOB approval	KA
5.	Declaration of Interest on any agenda items	ALL
6.	Matters arising/update/information papers for discussion.	KA
7.	Election/Confirmation of Office Bearers (Chairperson & Secretary) <ul style="list-style-type: none">7a Appointment of Directors & Office Bearers Procedure	KA
8.	AEL Manager's Report <ul style="list-style-type: none">8a Appendix 1 Contract performance	VW
PRESENTATIONS		
	None	
FOR APPROVAL		
9	Annual Approval: <ul style="list-style-type: none">9a Board Members Code of Conduct9b Scheme of delegation	VW
10	Finance: <ul style="list-style-type: none">10a Draft Financial Statements (Management accounts) Subject to Audit adjustments to 31 March 2025 including Proposed Gift Aid of surplus to Almond HA10b Balance sheet10c Income status	VW

BOARD MEETING



19 June 2025 at 6.00pm, In Person

11	Business Action Plan 2025-2028 <ul style="list-style-type: none"> 11a Action plan –Subject to Mainstreet Consultant's feedback 	VW/IT
12	Christmas Closure <ul style="list-style-type: none"> 12a AELs Standard Contract T&C 	VW
13	Policy Reviews: <ul style="list-style-type: none"> 13a Employee Handbook v1 – <i>located separately</i> 13b P09-Alcohol and Drugs 	VW
FOR INFORMATION		
14	Meeting Dates & Updated Board Agenda	VW
15	Update on New Business Project <ul style="list-style-type: none"> 15a NB Financial Statement 	VW
16	Performance Report <ul style="list-style-type: none"> 16a PR Table 	VW
17	Business Plan 2024/25 <ul style="list-style-type: none"> 17a Action Plan Completion 	VW
18	Group policies for information: <ul style="list-style-type: none"> 18a-Board Standing Orders & Scheme of Delegation (Group Policy) 18b-Board Code of Conduct (Group Policy) 18c-Staff Code of Conduct (Group Policy) 18d- Retention of Documents Policy (Group Policy) 	VW
19	Annual Report – Board Members Expenses	VW
20	AOCB Board required to sign off Audited Accounts in July.	VW
21	Date of Next Meeting Thursday 18th September 2025 online at 5pm	KA