

The SUN Network Cambridgeshire and Peterborough

Draft Q3 Minutes

11th February 2025

1. **Apologies:** There were no apologies. **Present:** Lois Sidney, Kev Clift, Laura Matthews
2. **Minutes from last meeting:** Minutes were agreed as correct.
3. **Matters Arising:** LS has entered the financial situation onto the risk register. There was a discussion around this being normal practice for the NHS around contracts and invoicing. KC suggested we look to increase our reserves as they currently do not cover 3 months of business. LM asked what happens if the funding stops. LS explained that in our articles of association, we would wind down over the course of 3 months and then any funding left over goes to Healthwatch Cambridgeshire and Peterborough. **Action:** LS to reassess the budget and increase the reserve by approx. £15,000.

LS has looked into opening a new account for our reserves. This can only be opened with the bank you have a current account with. It was agreed that LS should go ahead and move the reserve into a savings account so we can gain interest on it and it is protected should we have any bank account issues with our current account. **Action:** LS to open a savings account and deposit the reserve in there.

All staff have now signed the policy register and are up to date on all policies.

4. **Executive Directors report:** LS covered a few of the ongoing workstreams. LM enquired as to how many staff were full time. LS explained the current staffing. It was agreed that there was no need for a quarterly Chair's report, and that we would only request one at the end of the year. A couple of the data figures have been under KPI this quarter and LS explained that the commissioners were aware of the reasons behind this (more resource intensive projects) and were happy with the situation.
5. **Finance report:** LS explained that the accountant for ease of presentation to the board would put several items into the same project allocation. This means some things may look over when they are not. IT has gone over as we have had new staff that needed laptops and phones. LM stated that we may be able to get Canva for free as we are a non-profit organisation. **Action:** LM to see if Canva is free for us. There were no concerns with the finance report.
6. **AOB:** LS wanted to speak about a staff bonus, as we hadn't been able to afford a pay rise this year. Options discussed included a re-allocation of funding if someone

leaves, reduction in hours of the working week, and extra leave. It was agreed that LS should cost the bonus and send it to the board for approval. **Action:** LS to cost a staff bonus and circulate to the board for approval.

KC discussed a staff away day. He is happy to lead on this and wants to look at how we engage with underserved communities and if we can do better. **Action:** LS to start an email conversation around a date for an away day.

LS and KC asked LM to consider if she would be interested in joining the board. LM asked what time commitment would be expected. LS explained. **Action:** LM to let us know her decision.