

TBAP Trust

Executive Board

Notice of the meeting of the Finance, Premises and HR committee

**to be held at The Bridge Academy
Finlay Street, London, SW6 6HB**

On Tuesday 10th March 2015 5.00pm

to transact the business set out in the agenda attached.

Carol Stock, Clerk to the Directors
Mobile phone: 07710 252 757
Email: carol.stock@wildduckconsulting.co.uk

Dated: 24th February, 2015

PLEASE BRING THE FOLLOWING DOCUMENTS TO THE MEETING:

**All papers enclosed
Diaries**

Please see over:

AGENDA

Membership:

Mr Paul Dix (Chair); Ms Marie Thomas; Mr Seamus Oates; Mr Philip Rham; Ms Anu Jain.

In attendance: Mr Nathan Crawley-Lyons, Head of Business Development and Operations

Mr Andrew Yates, Observer

Ms Deepa Martin, Finance Consultant

Miss Carol Stock, clerk.

1. Welcome and Apologies for Absence
2. Pecuniary Declaration
3. Minutes of the meeting held on 25th November 2014 (*enclosed*)
4. Matters Arising (*Please see outstanding actions on minutes*)

Finance

5. Budget Reporting/ Monitoring (*enclosed*)
 - Virements
6. Cash Flow Report (*enclosed*)
7. Expense Claims (December - February) (*enclosed*)
8. Risk Register Review (*enclosed*)

Staffing/HR

9. Staffing Update (*enclosed*)

Premises

10. Premises & H&S (*verbal update*)
11. Any Confidential Matters
 - *HR Report (enclosed)*
12. AOB
13. Date of next meeting **Tuesday 30th June, 2015 at 5.00pm**