

## Board Meeting 23 Minute

14:00 – 16:30pm, Thursday 16 February 2017  
16-18 New Bridge Street, London EC4V 6AG

**Present:** Walter Merricks (Chair), Deborah Arnott, Iain Christie (attended by telephone), Emma Jones, Máire Messenger-Davies, David Robinson and Patrick Swaffer.

**Also in attendance:** Edward Procter, Jonathan Heawood and Lee Hall (minutes).

No.	Item
1.	<p data-bbox="284 1050 467 1084"><b><u>Procedures</u></b></p> <p data-bbox="284 1133 443 1167"><b>Apologies</b> Martin Hickman sent his apologies.</p> <p data-bbox="284 1261 647 1294"><b>Declarations of Interest</b> None.</p> <p data-bbox="284 1388 687 1422"><b>Minutes &amp; Matters Arising</b> The Board went through the action points from the previous note.</p> <p data-bbox="284 1559 1027 1592"><u>The Board approved the previous meeting's Minute.</u></p> <p data-bbox="284 1641 999 1675"><u>The Board approved the previous meeting's Note.</u></p>
2.	<p data-bbox="284 1729 608 1762"><b><u>Review Panel Report</u></b></p> <p data-bbox="284 1812 1139 1928">The Chair thanked PS and DR for the work they contributed in a short space of time. The Chair also thanked EP for his support work.</p> <p data-bbox="284 1977 794 2011"><u>The report was noted by the Board.</u></p>

No.	Item
	<p>The Board agreed that a Strategy Day should be held in April. This would focus on governance and how to play to strengths as a group.</p>
3.	<p><b><u>Information</u></b></p> <p><b>Internal Report January 2017</b>  JH talked the Board through the Internal Report.</p> <p>JH will circulate the IMPRESS submission to the DCMS consultation on fake news.</p> <p><u>The report was noted.</u></p> <p><b>External Report January 2017</b>  <u>The report was noted and appreciated.</u></p>
5.	<p><b><u>Finance &amp; Risk Review</u></b></p> <p><b>Risk Register</b>  DR said the Finance &amp; Audit Committee is content with how risks are being measured, considered and scored.</p> <p><b>Finances</b>  Income and expenditure are roughly in line with the budget.</p> <p><u>The Board noted the quarterly Finance &amp; Risk Reports and thanked the Finance &amp; Audit Committee for their recommendations.</u></p>
7	<p><b><u>Policy</u></b></p> <p><b>Financial Policies</b>  <u>The Board approved the updates to the Financial Policies.</u></p> <p>The Board asked for a further update by the Finance &amp; Audit Committee. A Season Ticket Loan Policy should be added to the Financial Policies.</p> <p><b>Terms of Reference</b></p>

No.	Item
	<p><u>The Board approved the updates to the Finance &amp; Audit Committee Terms of Reference.</u></p> <p><b>Gifts Register</b>  <u>The Board approved the Gifts &amp; Hospitality Policy and the Gifts &amp; Hospitality Register.</u></p>
7	<p><b><u>Any Other Business</u></b> None</p>
	<p><b><u>Next Board meeting: Thursday 14<sup>th</sup> March, 14:00 – 16:00 at the IMRESS office.</u></b></p>