**ACTIVE BLACK COUNTRY LIMITED BOARD MEETING MINUTES**

**- a registered charity & company limited by guarantee and without a share capital -**

**Company Number 14537800**

**Registered Charity Number 1210894**

**Held on the 26th of March 2025 – 11:00am - 13:00 pm held**

**in person at Neville House, Steelpark Road**

**Present**

Amanda Tomlinson – AT (Chair), Richard Medcalf – RM (Vice-Chair), Sue Wilkinson – SW (absent for item 4i), Sureya Gulzar – SG, Farah Ahmed – FG, Jerry Page – JPg, Steph Chamberlain – SC (joined online)

**In Attendance**

Ian Carey – IC (ABC CEO) Helen Milanes Tidmarsh – HMT (ABC BOM) for item 5, Tia Woolery – TW (ABC BA), Lesley Hill – LH (ABC DOP) for item 9, Rana Aytug – RA (ABC SIL) for item 8, Mark Bisson – MB (SCL) for item 7.

**12/25 Welcome and Apologies for Absence**

 Apologies for Absence: Justyn Price

**13/25 Declaration of Interests**

 None.

**14/25 Minutes of the meeting held on** **23rd of January 2025**

 The Chair referenced the meeting held on the 23rd of January 2025. The Action Points were noted.

 **Resolved:** that the minutes of the Board meeting held on 23rd of January 2025 be **APPROVED**.

**15/25 Committee Chair’s Feedback**

 **a) Nominations & Governance Committee**

 **i. Trustee Service Provider**

 The Board noted the independent advice received regarding ABC Trustees operating as a service supplier. The advice received is clear and based on the provisions set out in the ABC Ltd Articles of Association, and provides assurance to the board of trustees that appointment of a trustee for supplies of services is within the board’s authority.

 IC provided additional context to the Board regarding the Education, Children & Young People theme and need for some external resource to support a review of the theme.

 **Resolved:** The Board agreed that IC must take the necessary steps to gain approval from the Board if hiring a trustee, while ensuring appropriate procurement procedures are followed.

**ACTION –** IC to circulate a business case for Board approval in the event of an ABC Trustee being procured as a service supplier.

 **ii. Policy Delegations**

SW joined the meeting.

 RM presented the updated policy delegation for approval, documenting the delegation of approval authority for relevant policies to subcommittees.

AT asked JPg if the ARC Committee would consider delegating some of their policies down to IC whilst balancing risk considerations.

 **Resolved:** The Board approved the policy delegation framework, subject to further discussion by ARC Committee.

 **iii. Endorsement of Second Terms**

The N&G committee recommended the endorsement of second terms for both SG and FA. JP’s term expires in June - a recommendation will be tabled at the next board meeting.

**Resolved:** The Board endorsed the second terms for SG and FA.

RM advised that following a recommendation from the ABC Board, Sport England has confirmed a 12-month extension to AT’s term as Chair – in accordance with the Code for Sports Governance. The revised term end date is March 31st 2026.

**Resolved:** The Board approved the appointment of SG and FA to a second term. The Board acknowledged the 12-month extension of AT’s term.

 **b) Strategic Investment Committee**

The SI committee reviewed presentations on Kabaddi, Park Yoga, and EDM Dance UK, endorsing the Tom Dean water safety program. They discussed Sport England’s investment timeline, emphasising clear communications on the implementation of the development grant.

**Resolved:** The SI committee will review the development grant timeline and receive reports on its implementation at future meetings.

 **c) Audit, Risk & Compliance Committee**

 **i. Safeguarding Improvement Plan**

The safeguarding improvement plan was presented to the committee and the progress noted. It will be reviewed as a standing item at all ARC Committee meetings.

**Resolved:** The Board noted the safeguarding plan, with ongoing monitoring through committee meetings.

 **ii. VAT Deregistration**

The Board reviewed VAT partial exemption advice, noting the VAT profile and the future likely investment profile of ABC.

 **Resolved:** The Board approved the proposal to deregister for VAT.

 **iii. 25/26 Executive Pay Award**

The Board discussed the 25/26 pay award, with JPg highlighting the recommendation was supported by local comparison benchmarking with regional Active Partnerships. It was clarified that the proposal applied to all employees.

**Resolved:** The Board approved the pay award of 3% for all employees.

**ACTION -** a review of executive pay will be scheduled for discussion and brought to the Board later in the year.

**16/25 Finance & Risk Report**

1. **25/26 Draft budget**

The Board reviewed the 2025/26 budget. IC provided context regarding ongoing discussions with Sport England over future investment and the key opportunities & risks associated.

**Resolved:** The Board approved the budget, recognising potential adjustments in expenditure subject to delivery costs being identified.

FA queried the reserves figure and proposed use in line with the charitable objects. IC confirmed this required further discussion by the Board once the year end position was confirmed. AT suggested a detailed discussion at the May Board meeting.

 **ACTION –** IC to present a reserves report at the May meeting.

**RM** requested a revision of the budget report to include two new columns in both the income and expenditure: one for actuals and one for comments. RM stated this would help compare next year’s budget with this year’s actuals.

**Resolved:** It was agreed that the budget report would be revised to include these additional columns for clarity and comparison.

**ACTION –** HMT to revise budget report 25/26, to include a third and fourth column in both income and expenditure and present at the May meeting.

**b) ABC Ltd Finance Report**

The Board reviewed the financial report for the period to Feb 2025, noting variances due to the delayed West Midlands Combined Authority funding and the receipt of United By project funding.

**Resolved:** The Board noted the variances and the shift in funding to the 2025/26 budget.

The Board reviewed the balance sheet, noting the overall financial position, including restricted deferred income and unrestricted funds.

HMT reported that all expected income was received, bar a small amount of £4,313 outstanding. The Board reviewed expenditure, noting remaining liabilities.

 **Resolved:** The Board noted the 2024/25 financial position.

**c) Risk Summary**

IC provided an overview of risks 01, 03, and 16. Risk 20, safeguarding framework, is being addressed through the improvement plan discussed under item 04.

**Resolved**: The Board agreed to continue monitoring the safeguarding framework and considered revising the risk rating in the next reporting period.

**ACTION –** LHto provide an update on the safeguarding compliance monitoring via the programme officer function at the May Board meeting.

**17/25 CEO Report**

 IC provided an update on the development of the team and potential for growth through the addition of up to 7 new roles in 25/26. The ABC team recently held a successful away day focused on purpose, partnerships, impact, and communications. The event fostered stronger team connections and collaboration.

IC highlighted the progress of the Continuous Improvement plan being led by LMT and provided an outline of the improvement priorities. This would stand the partnership in a strong position to ensure corporate knowledge is sustained and passed on through induction to incoming employees.

 **Resolved:** The Board noted the update.

IC provided an update on recent government announcements, including the decisions regarding NHS England, the announcement to consult on Sport England's statutory role in planning proposals and the Neighbourhoods Fund.

IC highlighted the risks on hosting any future capacity within the BC Integrated Care Partnership.

**ACTION –** IC to discuss the hosting of the health role with partners and provide an update at the next meeting.

**Resolved:** The Board noted the government's consultation on planning and its potential impact on sports facilities within local development plans. The Board will continue to monitor developments.

**18/25 Communications Report**

 MB updated the Board on the recruitment of a Communications Officer and provided an update against key works areas, including enhancing messaging, strengthening stakeholder relations, launching the “Move Together” campaign and the website refresh.

 **Resolved:** The Board noted the communications update and welcomed the progress on the campaign.

There was a brief discussion regarding use of preferred communications channels and the ABC website.

**Resolved:** The Board noted the focus on utilising the most effective platforms for engagement and the proposals regarding the website update.

**19/25 Impact Report**

 RA provided an update on the development of the ABC Impact Framework emphasising the need for an impact framework supporting the mission and vision, with an emphasis on integrating impact measurement into daily operations.

 **Resolved:** The Board noted the development of the framework.

 **ACTION –** RA to report through the Impact Framework at the May meeting.

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**20/25 Director of Partnerships Report**

LH provided an update on the stakeholder mapping process. The mapping categorises relationships, identifies gaps, and aligns with strategic goals. It will continue evolving to enhance collaboration and impact measurement.

 **Resolved:** The Board acknowledged the progress and supported ongoing refinements to optimise stakeholder engagement.

**ACTION –** LH to present 2025/26 partnership priorities and plan to engage priority partners at the May meeting.

**21/25 Committee Minutes**

 **a) Nominations & Governance Committee minutes 14.01.25**

 **Resolved:** The January minutes were noted

 **b) Strategic Investment Committee minutes 17.01.25**

 **Resolved:** The January minutes were noted

 **c) Audit, Risk & Compliance Committee minutes 20.01.25**

 **Resolved:** The January minutes were noted

**22/25 Any Other Business**

AT requested completion dates are added to the tracker for each action item.

* **ACTION –** IC and TW to update the action tracker.

**23/25** **Date of Next Meeting**

 21st May 2025 on Microsoft Teams

 Chair…………………………………………. Date……………………….