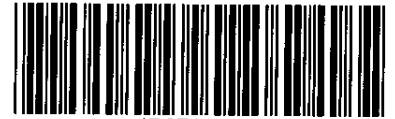


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SATURDAY



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RM 03/02/2018 #37
COMPANIES HOUSE

Minutes for meeting 25/11/2017

EQuality Time Ltd Annual General Meeting. Held on Saturday 25th November 2017 at Hackney Pirates

Present: Tess Reddington, Seb Juneman, Clare Walsh, Joe Reddington, Francesca Baker

1. *Election of Chair: CW was elected as Chair for the coming year.*
2. *Apologies: SJ had advised that he expected to be late due to work commitments. There were no other apologies.*
3. *Welcome: JR thanked everyone for attending.*
4. *Minutes of Previous Meeting:*
 - a. *The minutes of last meeting held on 27th April were approved as a correct record.*
 - b. *It was noted that the regardless of whether an ordinary meeting, or annual meeting, the minutes of the previous meeting should always be approved at the next one, with the only exception being an emergency single item agenda, in which case the minutes of that and the previous meeting would be approved at the next meeting.*
5. *Safeguarding: CW provided evidence for her DBS. JR to action.*
6. *Matters arising: There were no matters arising from the minutes which were not contained in the agenda.*
7. *Accounts for Year ending 31st August 2017:*
 - a. *TJR presented bank reconciliation and summary of income and expenditure for the year to end 31st August 2017. Key figures are as follows: income £33,620, expenditure £49,555, funds available at 31st August 2017 £28,701.59 and balance at bank at 1st September £29,876.75.*
 - b. *It was agreed that eQuality Time should seek a new accountant, and that JR should seek out a suitable firm.*
8. *Status of Funded Projects:*
 - a. *White Water Writers :*
The art installation at Bath Spa was charged out at around £10,000 and provided some surplus for core funds. License of White Water Writers' programme to Keele has also provided a contribution to core funds; together these providing £7580.10 in unrestricted income. This sum will ensure that even if no further work is forthcoming, new staff can be paid to end of contract. It was noted that

the Media Wall was a great experience and financially successful, providing good quality leads and the potential for further work overseas.

Two members of staff now in post (plus one member of staff employed by Keele.) Both members of staff have performed well so far. Contracts will extend as work is brought in.

Numbers of novels being created is speeding up dramatically: Up to start of academic year approximately 70 novels had been completed. WWW hopes to deliver 100 novels in the current financial year. The increase in production will need to be matched by improvements in capacity.

b. Open Voice Factory:

Upwork applicants shortlisted, and due to be appointed shortly. There was discussion regarding medical device registration.

c. Tech for Good Day in Schools:

CW reported on her employer's policy on supporting charity/good causes, and work she was doing through her job, delivering a Science Day at Fen Drayton Primary School. This would be a technology day for the school with Cosmo Robots to provide a wow factor. RCA have created various prototypes and it might be worth looking in more detail. The potential for developing a "tech for good" offer for schools, as a one day intervention was discussed: the marketing costs of such as project would be minimal as it could be marketed alongside White Water Writers. JR to investigate as time allows. CW may be able to contribute developer time to EQT through employer volunteer time. JR is in the process of shortlisting contractors for Android and iOS apps.

9. Status of Funding Applications:

- a. Virgin I Will: it was agreed that this bid should be put on the blog and all details should be shared.*
- b. Unicef: Unicef have missed their own deadline for response. JR to contact Unicef to express enthusiasm.*
- c. Youth Social Action: waiting for outcome.*
- d. Bid to be submitted imminently to:
 - i. Virgin I Will*
 - ii. Arts Council*
 - iii. Children in Need**
- e. JR to submit A4A bid.*

10. SJ jointed the meeting.

11. Child Protection Update:

- a. It was noted that last year all trustees had signed on to the NSPCC child protection policy training.*
- b. FB will also investigate youth mental health first aid course. It was agreed that all trustees, staff and volunteers should attend the course.*
- c. On topic of policing the issues that arise in the WWW process the meeting agreed that EQT should not determine the syllabus of a school or organisation*

- d. *There was discussion regarding privacy aspects and research by an Oxford college. It was agreed that we should be prepared for potential difficult subjects being raise.*
 - e. *It was confirmed that anyone with face to face contact with a child, and all trustees should have a DBS.*
 - f. *It was agreed that there should be on-going training in safeguarding/child protection to ensure we are aware of and able to deal issues as they arrive.*
12. *Pensions: It was noted that eQuality Time has now registered with NEST to manage workplace pensions for staff members.*
13. *Payroll*
- a. *TJR advised that she will continue to prepare wages until a good value provider is identified.*
 - b. *Major problem is ensuring that payments reach HMRC and pension provider quickly to avoid fines and non-compliance.*
14. *Better Banking:*
- a. *JR advised he had investigated available bank accounts at CAF, Unity Trust, and high street banks. Of those investigated, Unity Trust is favoured. JR to investigate the Co-op before making final decision.*
 - b. *It was recognised and agreed that we need to improve our procedures for making payments efficiently*
15. *COO:*
- a. *It was agreed that eQuality Time should appoint a COO, and that funding should be sought to cover costs.*
 - b. *It was noted that initially, the post should be for 1.5 days per week*
 - c. *JR to send out job specification for discussion and decision at the next meeting.*
 - d. *It was agreed that unrestricted income could be used towards wages of COO and that further investigation will be required to identify and seek funds*
16. *Data Protection:*
- a. *CW provided quiz to help us understand new laws coming into force on Data Protection and rules currently in force.*
 - b. *JR tasked with the following:*
 - i. *improve information of consent.*
 - ii. *purge database.*
 - iii. *add signature and link to policy at the bottom of the emails.*
 - iv. *write policy about access to information to include dual factor authentication...*
 - v. *create directors@equalitytime.co.uk email account with Dropbox access and Github access. (edit, this is the minute as understood originally by JR – work was started on it, but later clarification showed that the intended action was “create an email account for each director”)*
 - c. *SJ to share draft data protection policy to be further developed through the group.*
 - d. *The meeting placed on record a vote of thanks to CW for her excellent and interesting presentation.*

- e. It was agreed that EQT register with the ICO and that JR assume role of data controller.

17. Charity Registration and Amendment to Objects: It was agreed that the objects contained in the articles of association be amended to read as follows:

"The promotion of equality and diversity for the public benefit by: (a) the elimination of exclusion and (b) advancing education and raising awareness in equality and diversity."
JR was actioned to Inform Companies Houses and CW actioned to co-ordinate with the Charities Commission.

18. Policies:

- a. It was agreed that all policies will be reviewed over the course of the coming year.
- b. Data protection policy in hand
- c. Child protection policy will be reviewed each year
- d. TJR to forward lone worker policy to SJ for development.
- e. JR to send SJ a list of times employees might be alone for the Lone Working Policy.
- f. Expenses policy – the meeting decided that:
 - i. Travel costs in London to be for a calculated cost of employees home to venue and back, rather than 'route taken via other stops'. This also has the effect that evidence of spending on TFL is 'expected' rather than 'required' for expense forms.
 - ii. Expenses for meals and refreshments to be maximum of £5, £10 and £15 for breakfast/lunch/evening meal.
 - iii. Policy detail delegated to JR to tighten up and circulate.
 - iv. JR to look into Expensify
- g. JR to review remaining policies and report back.

19. Accounts function:

- a. It was recognised that the accounts functions needs tightening up. TJR should be able to give much more attention from January.
- b. It was agreed to change the accountant. JR to contact Bethnal Green Ventures for recommendations

20. Employee Assistance Programme

- a. A wider ranging conversation on the topic of employee assistance and making sure they are safeguarded. JR was actioned to make sure that employees have contact details of trustees in case they wish to raise a concern about his management.