

MINUTES OF PECT BOARD MEETING

Held on Wednesday 30 May 2007

6.00 pm

At the Green House, 4-6 Cowgate, Peterborough



PRESENT: Ken McKay (Chair), Chris Gerrard, Trevor Gibson, Andrew Heeler, Mike Holland, Steve Magenis, Nick Sandford

In attendance: Hugh Cripps, Sharon Dawson (minuting), Rachel Huxley, Ashley Baxter (part – item 5)

Action

- 1 Apologies**
None were received.
- 2 Minutes of the previous meeting (24 April 2007)**
- 2.1 The Chair pointed out that SD had recently attended a minute taking course and had queried with him whether the Board Minutes should be signed by the Chair. KMck asked AH for guidance on this matter and it was agreed that the Minutes, once agreed as a true record and any amendments recorded, should from now on be signed by the Chair on behalf of the Board.
- 2.2 The minutes of 24 April were agreed as a true record and duly signed.
- 2.3 Matters Arising**
- 2.3.1 3.2.1 KMck, NS and AH still have to find a mutual date for a meeting regarding succession planning for the Board.
- 2.3.2 3.2.2 HC re-iterated the postscript that there was no obvious problem with the links on the PECT website regarding the video 'An Inconvenient Truth for Peterborough'.
- 2.3.3 3.2.5 Insurance - HC stated that he had checked with the Trust's insurance company re home workers and was advised that we did not require insurance cover for this activity.
- 2.3.4 3.2.5 – Steep stairs & Boxes – A note has been added to purchase orders stating that deliveries must be delivered to the first floor. RH has contacted PCC – there is not a suitable course (correct lifting training) on offer at the moment as they are in the middle of restructuring but PCC will contact her as soon as they can offer an internal course here at PECT.
- RH to investigate a stair climbing Porter's trolley.**
- 9 NS suggested that minutes of the Company Members' meetings should be brought along to the following Board Meeting. **AGREED**
- 5 ESTAC Roll Out**
- 5.1 Item 5 was brought forward to enable AB to leave by 7.00 pm as he had a bus to catch. A detailed paper had been circulated to the Board and AB gave a brief summary of its content.
TG arrived at 6.25pm.
A discussion followed as to whether PECT should back the ESTACA's Director's preference for a single advice centre to cover the whole region or to back a bid for two centres. HC said there would be a risk involved in going for one centre as there would be major financial implications for PECT if we were not successful with the bid. SM said it was important how we managed the tendering process and suggested we should start trying to gather as much information as possible prior to tendering. KMck reminded the Board that EST were only at the consultation stage and were looking for PECT's opinion on what approach EST should take.

RH
SD

	The consensus was that the Board should support AB in the consultation process for one centre for the region but that we need to put our case carefully to ensure we don't burn our bridges – we need to ensure that we state our reasons for backing one centre but should also give examples of how we would work for two centres. We also will need to consider an exit strategy.	AB
5.2	AH congratulated the ESTACA stand which he had just visited in Queensgate. RH stated that the Advice Centre staff would welcome such positive feedback. AH to drop AB an email to this effect.	AH
3	Finances RH asked if there were any questions regarding the Management Accounts to 30 April and Core Budget Forecast 2008/09. AH queried whether the PCL was reporting back to the PECT Board regarding the PCL budget and that the Board ought to be aware of PCL's forecast for the year. PCL accounts to be brought to the June Board meeting and then quarterly. RH pointed out that roughly £40k of AES's money is allocated to creditors and therefore is not PECT's.	HC
4	Staffing Update	
4.1	Nyree Ambarchian is starting on 16 July as Marketing and Communications Officer.	
4.2	Jill Foster starts as Sustainable Development Education Co-ordinator on 11 June.	
4.3	Damian Hemmings, who was employed by PECT on a short-term contract, has started as ESTACA County Operations Manager.	
4.4	Nigel Stannett has started as ESTACA County Operations Manager Norfolk.	
4.5	Mathonwy Suter has resigned as BeMS Business Support Officer as he is moving to live abroad.	
4.6	Julia Chatterton's contract as Green Festival Co-ordinator is finishing end of June but she has secured a post with Opportunity Peterborough to start mid June.	
6	Any Other Business	
6.1	NS stated that Councillor Trueman wants to apply for Company Membership of PECT. Application form to be sent to Councillor Trueman.	SD
6.2	Green Festival	
6.2.1	NS stated that a member of the public had been in touch with him raising the issue that a large number of events during the Green Festival were not accessible to people without cars. Some events are organised via bus but the timings are not always convenient. HC stated that events during the week were organised by other organisations and outside of PECT's control. The issues have been noted and will be brought to the attention of the organising committee for future planning. KMck suggested it may be a good idea to try to connect with TravelChoice to promote car sharing during the Festival and HC agreed to see if we could put this on the website for next year.	HC
6.2.2	The Chairman stated that Julia Chatterton had done an excellent job as this year's Green Festival Co-ordinator. The Board were in agreement with this.	
6.2.3	In confidence.	
6.3	RH circulated an updated paper 7 (Staff Succession Planning) from the meeting of 24 April. This paper now lists the critical post.	
6.4	KMcK thanked SM for chairing the Company Members' Meeting of 16 May in his absence. SM gave a brief outline of the meeting, emphasising especially the discussion regarding PECT's stance on lobbying. TG reminded the board that PCC does not fund lobbying groups and AH added that many organisations (e.g., EST) would also not want to back lobbying organisations. NS confirmed it had been a good meeting.	

6.5 KMcK mentioned that PCC was running a coach party to the Cyclervale Plant on 8 June. Neither KMcK nor HC could attend but the invitation was open to anyone else who wanted to go on his behalf. KMcK encouraged members to have a look at the City Council's website to have a look at the questions raised regarding the plant.

7 **Date of Next Meeting**
Tuesday 26 June 2007, 6.00 pm at the PECT office.

The meeting finished at 7.45 pm.

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Signed on behalf of the Board

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Date