

Minutes – BHS Board of Trustees
Friday, 30 June 2023

Meeting	Board Meeting
Date	Friday 30 June 2023
Time	10:00 – 11:15
Venue	The Worshipful Company of Saddlers, Saddlers' Hall, 40 Gutter Lane, London, EC2V 6BR

Minute Agenda Item & Discussion

The Chair thanked The Worshipful Company of Saddlers for hosting the Election Board Meeting and the Changing Lives Through Horses (CLTH) event that would take place later that day.

The Prime Warden of The Worshipful Company of Saddlers welcomed the Board of Trustees to Saddlers' Hall and passed over to the Clerk.

The Clerk echoed the Prime Warden's welcome to Saddlers' Hall, provided a brief overview of the Hall's history, and an introduction to The Worshipful Company of Saddlers, the work that they undertake and the charities that they support. The Clerk referenced the important strategic partnership between the Saddlers Company and The British Horse Society on the subject of social licence to operate, and the mutual aim for equestrians to continue riding, using appropriate tack fitted by qualified saddlers.

The Prime Warden and the Clerk left the meeting.

1. Declaration of the 2023 Trustee Election Results

The Chair declared the results of the 2023 Trustee Elections:

Gill Longhurst was elected unopposed for a second term as Specialist Trustee for Volunteering.

Sandra Harris was elected unopposed for a second term as Specialist Trustee for Business with Digital and Project Management Knowledge.

Gillian Clark was elected as Specialist Trustee for Safety with 607 votes, replacing Ken Law whose term of office has now expired. The Chair noted that Sarah Cunningham, the second candidate for the role who had received 587 votes, had been informed of the result and hoped to support the Society via an alternative role.

The Trustees congratulated GL, SH and GC and welcomed GC to the Board. They agreed that it would be very beneficial for the sake of continuity to have GL and SH on the Board for a second term, to support the ongoing, substantial projects in progress in both areas.

The Trustees thanked Ken Law for his support and contributions made during his six years as Specialist Trustee for Safety. In recognition of his time as a BHS Trustee, KL would be gifted BHS Life Membership. KL said that he had thoroughly enjoyed his time as a Trustee, he wished GC all the best in the role and said that he would continue to volunteer for the BHS locally.

2. Confirmation of Trustee Co-options for 2023/24

The Chair advised that Professor Tim Morris, Beverley Simms, and The Rt. Hon. Dame Caroline Spelman CBE had agreed to be co-opted for a further year to the following positions:

- Specialist Trustee for Welfare – Professor Tim Morris
- Specialist Trustee for Equality, Diversity, and Inclusion (EDI) – Beverley Simms
- Specialist Trustee for Policy, Campaigning and Government Relations – The Rt. Hon. Dame Caroline Spelman CBE

3. Minutes of the Board Meeting held on Thursday, 27 April 2023

The minutes of the meeting held on 27 April 2023 were agreed to be a true reflection by the Trustees.

4. Matters Arising from the Board meeting held on 27 April 2023

Minutes – BHS Board of Trustees

Friday, 30 June 2023

The matters arising from the meeting held on 27 April 2023 were noted as completed.

5. Abridged Minutes of the Board Meeting held on 27 April 2023

The abridged minutes of the meeting held on 16 February 2023 were approved for publication on the BHS website.

6. Conflicts of Interest

There were no new conflicts of interest to declare. GC had submitted her Trustee paperwork in advance of the meeting, which included a completed declaration of interest form.

7. Report from the Audit Committee meeting that took place on 20 June 2023

Subject to the distribution of the minutes of the meeting, the Chair provided a verbal report on the recent meeting of the Audit Committee that took place on 20 June 2023. There were not any matters of concern to report to the Trustees. The Audit Committee and Auditors had all commented upon what a good job the Executive, Finance Department and wider Home Team have done over the past twelve months. The Chair had detailed in her verbal report to the Committee that the Trustees felt that reporting from the Executive had improved year-on-year, and that it was very comprehensive; this sentiment was echoed by the Committee.

Subject to three minor amendments to wording within the annual report, the Audit Committee recommended that the annual report and financial statements for the year ending 31 December 2022 should be approved by the Board of Trustees.

Audit Committee Membership:

The recent meeting of the Audit Committee that took place on 20 June 2023 was the last meeting for the retiring Chair. The BHS Chair thanked the Audit Committee Chair on behalf of the Board of Trustees, and the Committee voted in a new Chair from within its existing membership.

The remaining members of the Audit Committee confirmed their willingness to remain on the Committee for a further term of three years each.

Following discussion with the Chair of the Nomination Committee, it was agreed that Sarah Cunningham would be appointed to the Audit Committee with immediate effect for a term of three years.

8. Annual Report and Statutory Accounts

The Director of Finance and Company Secretary noted the fully compliant audit findings report and noted a few matters for the Trustees reference. The Chair thanked the Director of Finance and Company Secretary for his report and efforts in producing the annual report and financial statements, then complemented the Executive and the wider Home Team on a successful 2022.

Resolution: The Board of Trustees approved the annual report and financial statements for the year ending 31 December 2022.

9. Nomination Committee Terms of Reference Review

As requested by the Trustees, the Director of Finance and Company Secretary undertook a review of the Nomination Committee's Terms of Reference and distributed a report with suggested amendments in advance of the meeting.

Resolution: Subject to the Chair of the Nominations Committee's final read through of the proposed changes to the Nomination Committee's Terms of Reference, the Board of Trustees approved the revised version.

10. Any Other Business

Voting Turnout at Trustee Elections

The Chair asked for the Trustees to consider ways in which members could be engaged in the Trustee elections, to boost both the number of nominations received, and participation in voting, before the next meeting when it would be discussed in more detail.

The meeting closed at 11:00.