

# FuturePlaces.

## **BCP FUTUREPLACES LIMITED**

### **BOARD MEETING 29 FEBRUARY 2024**

#### **ATTENDING**

Graham Farrant (GF), Shareholder Representative

Chris Shephard (CS), BCP Head of Operations Strategy

Neil Fraser (NF), Interim Company Secretary

David North (DN), BCP Financial Controller

#### **AGENDA**

1. Welcome and Apologies for Absence
2. Declarations of Interest
3. Minutes of the meeting held on 09 February 2024
4. Update Report
  - Post-Council actions
  - Financial Update including new/outstanding invoices
5. Any Other Business
6. Date of Next Meeting – TBC

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BCP FUTUREPLACES LIMITED – Company number 13465045

## BOARD MEETING - MINUTES

FRIDAY 09 FEBRUARY 2024 at 11:00am via MS TEAMS

### Present:

Chris Shephard (CS), Director (Chair)

### In Attendance:

Neil Fraser (NF), BCP Deputy Head of Democratic Services and Interim Company Secretary  
Graham Farrant (GF), CEO BCP Council and Shareholder Representative  
David North (DN), BCP Financial Controller

## 1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 The Chair welcomed all present to the meeting and confirmed there were no apologies for absence,

## 2. DECLARATIONS OF INTERESTS

- 2.1 The Board confirmed that there were no interests to declare for the items on the agenda.

## 3. MINUTES OF THE MEETING HELD ON 10 JANUARY 2023

- 3.1 Consideration was given to the minutes of the meeting held on 10 January 2024, and it was:

**RESOLVED: That the minutes of the meeting held on 10 January 2024 be agreed as a correct record.**

## 4. UPDATE REPORT

- 4.1 DN provided a finance update, inclusive of cashflow, balances and outstanding invoices.
- 4.2 Regarding potential further invoices from Pinsent Mason, it was agreed that DN would set out the Company's position to Pinsent Masons, confirming that all payments due had been made.

**ACTION: DN to set out the Company's position to Pinsent Masons, confirming that all payments due had been made.**

- 4.3 Purchase Orders had not been received for the payment of accrued recharges. It was agreed that DN and CS would request that the Council's Group Finance Manager have these Purchase Orders raised.

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**ACTION: DN and CS to request that the Council's Group Finance Manage raise Purchase Orders for accrued recharges.**

- 4.4 The Board agreed that an outstanding invoice from STACE be settled at £3,800.
- 4.5 A c. £7k charge from BCP Council had been identified as an I.T. portion of the total recharge and was to be paid as part of that recharge in due course.
- 4.6 The Board noted that, that claims from several suppliers received since the previous meeting had been settled following review.
- 4.7 NF confirmed the resignation of the three Non-Executive Directors with effect from 09 February 2024.

## **5. ANY OTHER BUSINESS**

- 5.1 None.

## **6. DATE OF NEXT MEETING**

- 6.1 The date of the next meeting was confirmed as 29 February 2024.

End: 11:27