

# FuturePlaces.

## **BCP FUTUREPLACES LIMITED**

**BOARD MEETING 25 JULY 2024, 3PM VIA MS TEAMS**

### **ATTENDING**

Chris Shephard (CS), Director

Graham Farrant (GF), Shareholder Representative

Neil Fraser (NF), Interim Company Secretary

Stephen White (SW), Company Accountant

### **AGENDA**

- 1. Welcome and Apologies for Absence**
- 2. Declarations of Interest**
- 3. Minutes of the meeting held on 29 February 2024**
- 4. Resolution to close BCP FuturePlaces Ltd**

Supporting documents:

  - a. Checklist of competed actions required to strike off a company
  - b. Confirmation of accounts filed with Companies House
  - c. Correspondence from FP Director to BCP Council advising of the intended dissolution of FPL and confirming that the loan of £2.4m will not be repaid
  - d. Confirmation of closure of company bank account
  - e. Resolution for signing
- 5. Any Other Business**

# FuturePlaces.

BCP FUTUREPLACES LIMITED – Company number 13465045

## BOARD MEETING - MINUTES

THURSDAY 29 FEBRUARY 2024 at 13:00am 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 The Board considered actions outstanding from the previous meeting. DN advised that the Company's legal representative had been informed that all payments due had been made.
- 3.2 Regarding the raising of Purchase Orders for accrued recharges, this remained in progress. DN advised that resultant audit implications would need to be discussed with the Council's external auditor. It was suggested that the auditor could be asked to extend the financial year for FuturePlaces to allow the Company to complete all transactions.

**ACTION: DN to discuss Purchase Orders and audit implications with the external auditor.**

- 3.2 Consideration was given to the minutes of the meeting held on 09 February 2024, and it was:

**RESOLVED: That the minutes of the meeting held on 09 February 2024 be agreed as a correct record.**

## 4. UPDATE REPORT

# FuturePlaces.

- 4.1 DN provided a finance update, inclusive of cashflow, balances and outstanding invoices. The Board was advised that there had been no further project-related invoices received since the previous meeting.
- 4.2 Th Board was reminded that there would be a small fee for the forthcoming use of the TAXCALC accountancy and tax return software.
- 4.3 The Board was advised of a Freedom of Information (FOI) request pertaining to payments made on through FuturePlaces, though it was unclear exactly what was being asked for.

**ACTION: DN/CS to arrange a meeting with requester to clarify exactly what is being requested.**

- 4.4 NF confirmed that as a result of a previous FOI, publishing of approved Board meeting minutes to the Council's website had resumed, though redactions had been applied where necessary.

## **5. ANY OTHER BUSINESS**

- 5.1 None.

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

- 6.1 It was agreed that future meetings would be scheduled as required.

End: 13:20