



**Minutes CCST Board of Directors Meeting[Zoom]
Tuesday 20th December 2021 7pm**

	<p><u>Attendance:</u> Keith Morgan[KM];Phil Nifield[PN];Jeremy Williams[JW];Mike Spear[MS];Jon Day[JD];Tim Hartley (TH) Gareth Jones[GJ];Rob Jeffery[RJ] <u>Apologies:</u> David Craig (DC), Richard Lewis (RL)</p> <p>The minutes of the Tuesday 9th November 2021 Board meeting were accepted as a true record.</p>	
	<p><u>Matters arising:</u></p> <p>a] This with reference to Trust registration with Financial Conduct Authority. KM has obtained DC's signature and in the coming week he will obtain the signatures of MS and JW AND and the counter-signature of RL as Company Secretary. KM to then forward to FCA. – Completed</p> <p>b] This with reference to the re-introduction of the bus service for fans from the City Centre to the Stadium. KM had not had a response to his e.mail to Cllr Peter Bradbury on this. KM to re-contact Cllr Bradbury. – Cllr Bradbury re-contacted by KM, still awaiting a response</p> <p>c] This with reference to loud speaker sound quality at the Stadium. Wayne Nash aware of this but will be put on the back-burner until after Wales's World Cup Qualifying games. Wayne Nash was contacted regarding this issue but no response yet received. KM to remind Wayne Nash of problem</p> <p>d] It was agreed that the Board should request a follow-up meeting with Mehmet Dahلمان and Ken Choo to ensure that matters raised at the earlier meeting remained on the agenda. The Board to prepare a list of issues it wishes to be discussed. KM to draft a list and to pass to other Board members for consideration before release – list prepared but to be linked to governance letter to MD and KC to be discussed later in the agenda</p> <p>GJ suggested that should the follow-up meeting prove to be unproductive or, in fact, not take place, then an open letter to Vincent Tan should be sent. GJ offered to draft this letter and send to Board members for their consideration – letter prepared</p>	<p>KM</p> <p>KM</p>

	<p>Associated matter: GJ drew attention to the fact that there was an imbalance in the share of Board members' workload with a heavy reliance being placed on KM's shoulders and that work should be more evenly distributed. All agreed that this was the case. No decision was made as to how this could be resolved. PN was of the strong opinion that as chairman KM should be seen to be the Trust's figurehead and first port-of-call with particular reference to contact with the media. However all agreed that GJ's observation was totally valid and that this required urgent exploration. DC to list as an agenda item for next meeting. DC circulated draft list of allocated duties requiring further review</p> <p>Associated matter:</p> <p>RL suggested that the above and other matters[Use of Trust funds being an example]highlighted the need for a Trust work plan which he then offered to draft. This offer was accepted. RJ agreed to forward the latest Trust Annual Plan[in abeyance and in need of a re-visit] to RL to help guide and inform his work. – Draft plan forwarded to RL</p> <p>PayPal Issues of linking the Trust PayPal account to the Trust Bank Account still to be resolved.</p> <p>Rhondda Foodbank It was agreed that £100 would be donated to Rhondda Foodbanks as part of our support for the work they do. – Actioned</p> <p>Magazine: The winner of the quiz was announced and a £50 cheque would be sent to him. KM and DC to arrange.- Actioned</p> <p><u>Correspondence:</u> KM outlined correspondence with Ken Choo over the level of Covid overall vaccination in the playing squad (not relating to individuals) and also the Club's response to the Fan-Led Review. Initial responses from the club were not deemed satisfactory. KM to follow up to seek further details to communicate to members</p> <p><u>Governance and Compliance:</u> KM informed the board that the registration documents have been lodged with the FCA again but were held up by the resignation from the FSA of the officer sponsoring the Trust application. A replacement plus signature form the FSA is now required but KM confident of registration being effective from 1 January 2022</p> <p>It was noted that due to the Covid situation that an AGM had not</p>	<p>DC</p> <p>RL</p> <p>RL</p> <p>KM</p> <p>KM</p>
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<p>been held since 2019. It was agreed that an AGM would be held, hopefully in May 2022 at which all Board Members would stand down and submit themselves for re-election as part of the normal Election process.</p>	All
<p>Trust Registered Office – it was noted that the existing PO Box was not a suitable address for a Registered Office. Options are the Trust Office at CCS when it would be staffed on matchdays to receive any queries or a Poste Restante arrangement with a third Party. Keith Morgan to evaluate options</p>	KM
<p>Role of Treasurer. KM reported on the desirability of separating his role of Treasurer from that of Chair. He informed the Board that he had sounded out a suitable replacement who could take over as Treasurer at the end of the current financial period.</p>	KM
<p><u>Relationships and Communication:</u> Pen pictures of Club directors still to be resolved. KM to pursue.</p>	
<p><u>Memorial Garden</u></p> <p>KM reported on receipt of application from the volunteers who maintain the Memorial Garden for a grant of £720 to provide a concrete base and improve drainage works. Grant approved subject to confirmation of the purpose and area of the base and appropriate acknowledgement on a plaque of the role of the Trust in the setting up of the Memorial Garden. Delegation to be given to KM to raise a cheque subject to a satisfactory response to Trust requirements</p>	KM
<p><u>Use of Trust Surplus Funds:</u></p> <p>It was agreed, as a general principle, that any use of Trust surplus funds should be in line with Trust aims and objectives, should result in positive publicity for the Trust and enhance membership if possible. In terms of seeking out projects to pursue that fit these criteria it was resolved that KM contact Gavin Hawkey at the Foundation and RJ contact Kieran Jones of the Disabled Supporters Group.</p>	KM/RJ
<p><u>Letter to Vincent Tan</u></p> <p>KM thanked GJ for the draft letter concerning aspects of the off field management of the club especially in relation to an over arching strategy for the club and the roles of Senior Management. It was agreed that the draft would require finalising and timing of its submission was to be determined dependent upon the current situation and the club response to the Fan Led review. To be progressed</p>	All

	<p><u>Foodbank Project</u></p> <p>KM referred to the success of the Foodbank project. Collection of food items from Trust Members and supporters at the Sheffield United home game exceeded expectations and were gratefully received by the Rhondda Foodbank. KM congratulated Richard Lewis, David Craig and Phil Nifield for their hard work in getting this project off the ground. Another collection is to be organised in the New Year when appropriate.</p> <p><u>Peter Whittingham Tribute:</u></p> <p>It was noted that, despite approaches from the Trust, no progress was being made with the Club on the renaming of the Family Stand. It was recognised that it was not a straightforward issue with the involvement of the family. However, it was resolved that KM should ascertain from the Club the definitive position on the issue to determine whether the whole matter is worth pursuing.</p> <p><u>Date of Next Meeting</u></p> <p>Tuesday 18 January 2022 via Zoom</p> <p>*****</p>	KM