

Welsh Athletics FSG Meeting Minutes

Held on the 25th Feb 2021

Meeting held remotely via video link

Present: FSG Chair: Nick Everitt (NE)
Adrian Palmer (AP), Andrew Thomas (AT),
James Williams (JW), Jessica Hardy (JH), Steve Perks (SP), Chris Gough (CG)

Papers circulated in advance:

1. Minutes 4th November 2020
 2. Starting Blocs Update (3.5 – **Discussion Items**)
 3. FSG Monitoring to 31st Jan (4.3 – **Financial risks and revaluation of reserves**)
 4. WA Reserves (Financial Risk) (4.3 – **Financial risks and revaluation of reserves**)
 5. PO Requisition (VALD) (6 – **AOB**)
 6. FSG Not for profit & Charity status (6 – **AOB**)
 7. FSG Tender for Company Accountant & external Audit (3.5 – **Discussion Items**)
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- 1 **Apologies for Absence** *None received*
- 2 **Declaration of Interest** *None declared*
- 3 **Discussion items**

3.1 Membership of FSG Moving forward

The group had a discussion around ensuring that WA has the right people and skills set that will help achieve WA strategy, ensuring that we have a focus on diversity and equality. The group will review the terms of reference and a skills assessment before going out to recruitment.

ACTION JH to set up 'Team' and invite FSG, add documents including terms of reference (TOR)

ALL to review TOR and add comments to 'Teams' direct or email JH if needed. Deadline 9th April

3.2 Dates for FSG in 2021 AT - additional dates to support budget setting / year end accounts

Additional FSG meeting before board meeting in March – Collate budget for next year and an end of year position for discussion with the board. Discuss a formal document and approval of cost-of-living increase for staff. Discussion on Grant money.

ACTION AT to prepare for FSG Meeting WC15th March

Draft budget aligned to strategic goals (drawing on pending operational plans)

Year End projected position for current year (actuals to month end Feb 2021)

Assess the cost impact of potential 2021/22 'cost of living increase' options

ACTION – JW & CG to meet to discuss the annual objectives for the organisation as part of the annual business plan.

3.3 Work programme Priorities –

ACTION ALL to propose risks to better manage, areas to explore / embed / excel at in FY22

3.4 Sports Wales Funding

Have an indication of position for next year. WA have a slight increase in funding which will increase over the next 4 years which is indicative on participation and social running. WA are aspiring to get membership to the levels prior to Covid-19. Events (non-WA) uncertain for another 6 months depending on the Welsh government guidelines and roadmap. WA competitions are delivered based on opportunity not financial return. Pilot events have been included within the budget. Funding for Parkrun have been rolled forward to the next financial year ready for when it is safe to return.

3.5 Starting Blocs Update

Two licences have been purchased by local authorities. Aim to deliver taster sessions in primary schools as well as clubs and become the franchisee.
ADC programme in Swansea will be re-branded as starting blocs.

4 Updates / Reports / Information for circulation

4.1 Progress on Outstanding items

ACTION - JH to chase up outstanding actions

4.2 WSAA accounts, Charity status procurement, Gift aid opportunity for athletics events

4.3 Financial risks and revaluation of reserves

Risk register – Annual membership fees/ reserves / grants / subsidise activity – discuss within the AGM

The group discussed how we can re-engage existing/ new members. Development team have had discussions with CG regarding open days to re-engage the members and public to help restart the sport. WA competitions team working with facilities/competition providers to help reopen the sport and reduce barriers.

ACTION - AT/JW/NE – Meet to discuss Risk register then Proposal from FSG to board.

5 Correspondence

6 AOB

6.1 VALD Purchase order

Paper was distributed before the meeting. Group discussed and were asked to report back after the meeting with any comments.

Decision – happy to proceed with the purchase of the software. Software included in Insurance to cover equipment for damage.

CG- Going concern check on suppliers due to current climate.

JW- what spending level do we need to do a company check for going concern.

NE- payment of licence upfront? Payment can split payment over 3 years.

6.2 Draft of tendering process document

The group discussed the timing of appointing of an auditor and external company accountant at the AGM. Go out for Tender and appoint later.

Welsh schools taken out of the tendering process, to discuss with the WSAA association.

6.3 Budgets

Actuals in Jan show a bottom-line deficit has become a surplus due to growing underspend in a few key areas. Competition budget underspending due to ongoing Covid-19 situation.

Performance budgets (lottery funded) also reporting as underspent.

WA have a desire to invest in the infrastructure of WA, issues at suppliers have hindered progress on this.

JW Commented that albeit confident that all Sport Wales underspend can be deferred to the next financial year, still awaiting absolute confirmation.

Until written confirmation received - continues to be a risk to the organisation.

6.4 Depreciation – over capitalisation.

Group discussed a possible change in policy for certain investments not to be part of the policy. Increase value within the policy. Need greater discussion and valuation in increasing the capitalisation limit. WA explore a charitable status/trust.

Not for profit suggestion – short/medium/long term proposal.

Ask accountants for advice on different structures.

ACTION AT to seek views of external accountants on revising capitalisation policy to:

- a) increase general capitalisation threshold to £1,500
- b) FSG authority to expense items if judged not a material future benefit for WA.

6.5 Purchasing software licences via the charity, JW to take the principle to WSAA and agree and discuss within the FSG to take forward.

7. Date of Next Meeting – WC 15th March 2021