**LPC Meeting – Wednesday 21st April 2021**

14a High Street, Staple Hill, Bristol, BS16 5HP

9am – 1pm

Present: Lisa Fisher, Richard Brown, Morag McMeekin, Heather Blandford, Jerry Long, Ali Hashemian, Ramesh Yadav, Sadik Al-Hassan, Imran Ahmed, Maria Isabel Diaz Franco, Stuart Moul, Matt Courtney-Smith, Alan Smith, Tanzil Ahmed, Debbie Scudamore.

Apologies – None.

Declarations of Interest – None.

CCA nomination for report – Alan Smith.

Amendments to Training Log – None.

Review of March Minutes & Action Points.

Minutes agreed and will be posted on the website.

Contract applications.

Applications reviewed.

Election of Executive Committee

Election of the Executive committee.

**Chair** – Lisa Fisher – Proposed by Stuart Moul, seconded by Sadik Al-Hassan

**Vice Chair** – Stuart Moul – Proposed by Imran Ahmed, seconded by Ramesh Yadav.

**Vice Chair** – Alan Smith – Proposed by Morag McMeekin, seconded by Ramesh Yadav.

**Treasurer** – Jerry Long – Proposed by Sadik Al-Hassan, seconded by Alan Smith.

CCA Quarterly Survey

The committee reviewed the report that the CCA representatives have to complete each quarter.

Tanzil explained the reason behind the report and the items that appear within it.

Jerry discusses the new account system Xero and the PSNC finance guide.

**Action Point** – Review of accounts to be on agenda for May.

Richard discusses the White Paper document, ICS and IPMO which is mentioned in the CCA survey.

Treasurer’s report

Jerry shares the accounts to the end of March.

From 1st April the LPC have switched from the excel accounts to using the Xero system, this will be reviewed in next month’s meeting.

Discussion around the decrease in items over the past year.

Debbie/Jerry have outlined the new payments process, which may cause a slight delay in payment but the governance will be better.

Discussion around the use of the office and the cost. Debbie has researched other venues for committee meetings, but Richard has highlighted the other costs involved, such as training and office space for engagement officer to use.

**Action Point** – Richard will discuss the cost of rent with the LMC again and this will be revisited in next Month’s meeting.

Strategic Plan

The high level Strategic plan was signed off at the last meeting.

Richard shows the excel document to show progress on achieving the plan. This builds the work plan for the operations team through the year. The committee worked through the plan to update it for the year ahead.

Chief Officers Update

Richard sent his report out to the committee prior to the meeting.

AOB