MINUTES

Title of Meeting:	AGM Steering Group
Date:	09/06/2025
Place:	The Stratford Hotel
Times:	14:30-15:00
Attended:	Cllr David Moore — Cumberland Council Cllr Joseph Ghayouba — Cumberland Council Cllr Paul Thomas — Folkestone and Hythe Council Cllr Dyfrig Siencyn — Gwynedd Council Cllr Aled Morris Jones — Isle of Anglesey County Council Cllr Robin W Williams — Isle of Anglesey County Council Cllr Michael Caswell — Somerset Council Cllr Chris Davies — South Gloucestershire Council Cllr Richard Smith — Suffolk County Council Michael Barry — Cumberland Council Jonathan Cook — Cumberland Council Terry Burns — Essex County Council Bethany Rance — East Suffolk Council Martyn Fulcher — East Suffolk Council Amartya Deb — Gloucestershire County Council Chadernnay Glenn — Gloucestershire County Council Iwan Robat Jones — Gwynedd Council Iwan Jones — Isle of Anglesey County Council Edward Wright — Lincolnshire County Council Louise Martin — Somerset Council/Nuleaf Tessa Bond — Somerset Council Jon Severs — South Gloucestershire Council Chloe Atkinson — Nuleaf Philip Matthews — Nuleaf
Minute-taker:	Louise Martin

1.	**Apologies**
1.1	Apologies were received from Rachel Whaley-Westmorland and Furness Council, Angela Jones-Westmorland and Furness Council, Jo Wynn-Carter-Folkestone and Hythe District Council, Michelle Campbell-SCCORS and David Wallace-NDA.
Actions Agreed, Target Date (s), Lead Officer (s):	
2.	**Minutes of the previous meeting, 13-03-2024**
2.1	The minutes from the previous AGM were reviewed and approved without objections.
Actions Agreed, Target Date (s), Lead Officer (s): **CA to upload minutes of 2024 AGM on website**	
3.	Matters arising
	None.
Actions Agreed, Target Date (s), Lead Officer (s):	
4.	**Election of Officers**
4.1	It was noted that, following recent elections and local government reorganisation in some areas, some member local authorities had not yet confirmed their Nuleaf representation. It was therefore proposed that the election of officers be postponed until the next meeting in September, with the current Chair and Vice Chair remaining in place until then. This was agreed.
Actions Agreed, Target Date (s), Lead Officer (s): **PM to invite members to consider standing for the post of Chair and Vice Chair. Election to be held at September Steering Group meeting.**	
5.	**Annual Report**
5.1	The report of activities was presented for noting. A formal annual report and a 'traffic light' report (tracking progress on actions) will be prepared and circulated to members and funders in the coming months.
Actions Agreed, Target Date (s), Lead Officer (s):	
6.	**Finance and funding update**
6.1 6.2	The Executive Director tabled the audited accounts for the previous year. He noted that these showed a modest surplus of £1,200 for Financial Year 2024/25. Nuleaf held healthy reserves, important in case of any drop of in financial support and to cover all liabilities. Philip then presented the budget for 2025/26. He noted that NRS had reduced its support for Nuleaf by £10k and that therefore a deficit of just over £6,000 was expected. He and the team would look at ways in which the deficit could be reduced.

	He recorded his gratitude to the NDA, NRS and NWS, along with local authority members, for their financial support.
	Actions Agreed, Target Date (s), Lead Officer (s):
7.	**Any other Business**
7.1 7.2	Concerns were raised about the reduction in NRS contribution, and that annual funding awards meant that it was difficult for Nuleaf to plan long term. The Executive Director agreed that a longer term settlement would be very welcome, as would be an increase in support in recognition of the rising costs that Nuleaf, like all organisations, is having to meet. He committed to raising these issues with NDA Group but also noted that the current financial climate was challenging.
	Actions Agreed, Target Date (s), Lead Officer (s): **PM to raise the issues of multi-year funding and sustainable funding levels in future discussions with the NDA Group.**

INTERNAL FOI CHECKLIST FOR MINUTES OF OFFICER MEETINGS

To be completed by the chair in respect of ALL minutes.

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	1. That is **personal data**	
	2. Provided in **confidence**	
	3. Intended for **future publication**	
	4. Related to **criminal proceedings**	
	5. That might prejudice **law enforcement**	
	6. That might prejudice ongoing **external audit** investigations	
	7. That could prejudice the **conduct of public affairs**	
	8. Information that could endanger an individual's **health & safety**	
	9. That is subject to **legal privilege**	
	10. That is prejudicial to **commercial interests**	
	11. That **may not be disclosed by law**	
	12. **Other** Please describe	

Remember to destroy all drafts and routine correspondence once the final version of these minutes is agreed.