
MINUTES 24TH FEBRUARY 2025

UKBHC Limited: Kings Cross Methodist Church, London 10.00am- 4pm

1. **Welcome & introductions** – Sarah Crane welcomed everyone, including Max Sesay from the PSA, and asked all to give brief introduction.

Present: Sarah Crane (SC), Derek Johnston (DJ), Janelle Kingham (JK), Martin Garrity (MG), Elizabeth Allison (LA), Linda Ross (LR), Benjamin Tugwell, (BT), Mark Newitt (MN), Paul Nash (PN), Charles Kingdon (CK), Dawn Allan (DA), Graeme Bell (GB), Michael McMillan (MMcM), Sarah Giffin (SG), Derek Fraser (DF), Yunus Dudhwala (YD), Lorna Jones (LJ - online)

In attendance: Mark Evans (ME), Max Sesay (MS - PSA), Allison Dean (AD)

Apologies – Philip Wright (PW), Michael Rowe, Benedicto Da'Silva, Claudia Francis (CF), Andrew Todd

2. **Register of interests:** DJ advised these should now be updated for 2025. The form has been emailed to the Board. Brief discussion about what should be included.
3. **UKBHC History:** DF & DJ gave a history of how UKBHC came about and its development to the present day. DF noted part of this history can be found on the website, [MA-UKBHC-professionalism-2023.ppt](#) though it now needs updated.
4. **The PSA and their involvement with the UKBHC:** MS spoke about the development of PSA and his role within it. He referred to his engagement with UKBHC over the past year, including the challenges, but was also keen to acknowledge the great progress that had been made in the previous 6 months. He highlighted the targeted review to be undertaken, looking particularly at Board governance, but wanted the Board to view this as an encouragement and support, in light of already referenced progress.
5. **Discussion – Top priorities of UKBHC:** SC invited all present to share (in less than 2 minutes) their top priorities for UKBHC looking ahead. Responses included -

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| • Good conditions for growth | • Separation between Board & Chaplaincy bodies |
| • Professional & transparent approach | • Mandatory registration |
| • Website upgrade | • Specialist representatives |
| • Professional registration & practice | • Strengthen identity of UKBHC |
| • Benefits of registration | • Evidence-base |
| • CPD returns & validation | • PR |
| | • Stability |

- Consistency of academic qualifications
- Sharing the vision
- Wider engagement
- Rigorous development of practice
- Goodwill & understanding
- Research
- Professionalization of the Board
- Professionalization of the profession
- Engage with devolved Governments
- Succession planning

6. Lunch Break

7. **2025 and the priorities of the UKBHC:** SC shared some of her hopes & priorities.

8. **Minutes of the Board meeting held on 4/12/2024:** These were unanimously approved & duly signed.

9. Action Log (complete/in progress/ongoing/carry forward)

- **DJ** to update Organisational Structure Document – Ongoing.
- **DJ** to pursue ordering of debit or credit card – In progress. To be reported under 11.
- **JK** to contact Newman regarding accreditation of their courses – In progress. To be reported under 12.
- **JK** to set up new Administrator – Complete.
- **DJ** to contract Wilson Partners re changing the registered address – Complete.
- **PN** to produce new Complaints Procedure to tie in with new Code of Conduct – In progress, to tie in with other governance matters.
- **EA** to ensure new risk registers are added to the website – Complete & ongoing.
- **GB** to ensure PSA return is completed and sent by deadline – Complete.
- **DJ** to send info regarding PSA/ARC event for our two places – Complete. **GB & CK** attending.
- **SC** to invite a PSA representative to a future board meeting – Complete.
- **MN** to liaise with Graham re implementing Office 365 – In progress.
- **DF** to identify logos to forward to **MN** for future publications and correspondence – In progress. Web designer also assisting. **MN** suggested it may be time to consider updating logo.
- **MN** to explore options for resolving issues with the website – In progress.

10. **Risk Management:** **LA & CK** spoke to written report. Query was raised about how do we know when new Chaplaincy posts have been advertised. Proposed that **PW** (Lead for professional advisors) should set up alert for chaplaincy posts so that employers can be contacted & offered support. **ME** to contact **PW** re Scottish posts. It was noted that while UKBHC is registered with the Information Commissioners' Office (ICO) this is not highlighted on the website. To be added.

11. **Treasurer's report:** **DJ** drew attention to documents prepared by **CF**, namely -

- Draft accounts 2024 – It was noted these are ready earlier than usual. It was agreed, if anyone has any queries, they should contact **CF & DJ** by 10/3/2025 so the paperwork can be forwarded to Muir & Addy to finalise the accounts for adoption at June Board. It was also noted there could be amendments to the figures, depending on how some expenditure is recorded and on Corporation tax.
- Draft budget – It was suggested additions to the budget could be costs of Office 365 account, website maintenance/admin, phone contracts & potential payments to Registrar. It was agreed, if anyone has any queries, they should contact **CF & DJ** by 10/3/2025.
- Jan statement 2025 – This was noted.

DJ then advised about difficulties with Virgin Money regarding new debit card and updating signators. These were all discussed under financial governance written report.

- It was agreed
 - To remove the name of Anthony Brookes from the bank mandate
 - To add Sarah Crane-West (proposed **DF**; seconded **JK**) to both the bank mandate and online account
 - To confirm addition of Linda Ross (proposed **DF**; seconded **JK**) to the bank mandate (noted **LR** is already registered for online account)
 - Cheque payments up to £250 require any 1 of the 4 named signators
 - Cheque payments above £250 require any 2 of the 4 named signators
 - A recipient of payment cannot authorise their own payment
 - All online payments require any 2 of the 4 named authorisers
 - UKBHC debit card should be arranged, to be held by Sarah Crane-West
 - Up to £250 requires cardholder authorisation only (as with cheques)
 - £250-£500 requires cardholder + 1 other authorised person, with clear email trail of approval
 - Above £500 requires written record of Board approval
 - Receipts must be retained as proof of purchase, with reference to relevant Minutes or record of approval and be submitted to the Treasurer
 - £1000 or more must be capitalised; all other items shall be treated as small equipment expenses
 - There should be a list of items purchased as an asset register
 - Paper bank statements are no longer required as these are available online
 - Reasonable travel expenses for Board members to attend meetings/events of or on behalf of the Board should continue to be paid on submission of expense claim forms (& receipts) to the Treasurer. Any attendance on behalf of the Board to other meetings/events must be approved & confirmed in advance
 - The Board should set the parameters of expenditure, including approx. values, rather than always have to agree specific details in advance; however, there is a level of discretion given to the Officers to act on behalf of the Board. In such situations, there must still be a clear email trail of approval

- Once GoCardless is fully operational, use of PayPal will cease
- UKBHC requires a reserve policy

12. Lead Officers', Registrar and Reps Reports:

Most reports were taken as read and duly accepted.

JK spoke to her report as Lead officer for registration, with particular reference to Newman courses & students. It was agreed to proceed as recommended in the report re accreditation up to 31st Aug 2024. **JK** will write to Newman. A working group was agreed to look at any wider issues. Information to be put out that anyone who may wish to be considered for exemption must apply by 31st Dec 2025.

JK reported that following Expression of Interest & interview, Carol Gully is nominated to take on the role of Registrar. The Board agreed. Sincere thanks & a gift were given to **AD** for her time, efforts & commitment given since July 2024 in an interim role, particularly in addressing the backlog of applications & putting in new processes for the future.

13. Items for ongoing discussion

- How might we grow our register and what changes in structure/capacity is needed in order to do this? **JK** was asked to take forward, with others.
- Succession planning – Registrar, Secretary & Academic Standards Lead. **DJ** & **DF** were asked to put together brief summary of their roles to assist future recruitment.
- What do we need to think about to change our CPD return system so that it is spread across the year? **JK** to consider, with others.
- What relationship might we have with other chaplaincy bodies and regional representatives? Where should we be working together and where might we need to be separate? **LA** to take forward, with others.

14. Future Dates: Board Meetings 2025 –

Date	Venue	Time
Thurs 19th June	online	9.30am-1.00pm
Tues 9th Sept	online	9.30am-1.00pm
Wed 3rd Dec	Likely to be in-person	9.30am-4.00pm

15. Close