



UKA Board of Directors Meeting Summary Minutes– Approval of Accounts

Held on 29 November 2022 at 9.00am, via Teams

Present:	Ian Beattie (IB) Chair Jack Buckner (JB) Jennifer Thomas (JT) David Abrahams (DA) Marilyn Okoro (MO) David Ovens (DO) Steve Perks (SP) Gary Shaughnessy (GS)
In attendance:	Tracey Carey (TC) Mark Draisey (MD) Sarah Hopkins (SH) note taker
Apologies:	Mike Whittingham (MW) Anne Walfula Strike (AWS) Wendy Sly (WS) Anna Blackman (AB) Jason Gardner (JG) Andrew Heyes (AH)

1. Welcome

IB welcomed all to the meeting and explained the objectives of the meeting were to approve the annual accounts and reports, to confirm that the directors believed that the going concern assumption was appropriate, and to agree the various confirmations required by the auditors.

2. Commercial Update:

JB gave an update on the commercial activity which is a key to being a going concern. The Board asked questions of JB.

3. Financial Overview

TC gave an explanation of what is being considered. The Board asked questions of TC.

4. For Approval

The Board were asked to confirm that on the basis of the information presented and discussed that they conclude that the Company can continue as a going concern. **Approved** (subject to [redacted] being confirmed.)



The Board were asked to confirm the treatment of the deferred tax asset for the year to 31st March 2022. **Approved**

The Board were asked to review the attached appendices and approve the following, subject to any final amendments identified by the Board:

- Disclosure notes for remuneration of key management personnel and Directors (notes 8 and 9) **Approved**
- Related parties note (note 24) – specifically where the disclosures note individual directors who are directors of individual HCAF's **Approved**
- Non audit usage of external auditors and fees (note 6) **Approved**
- Accounting Policies (note 2) **Approved**
- Agree to the re-appointment of external auditors **Approved**
- Approve the Annual Report and Financial Statements and confirm that the Chair is authorised to sign this document on behalf of the Board **Approved**

In addition to the points recommended for approval by the Audit Committee each of the Directors were also asked to provide specific confirmations (page 11 of the Annual Report and Financial Statements) namely:

- so far as the Director is aware, there is no relevant audit information of which the Company's auditors are unaware, and
 - the Director has taken all the steps that ought to have been taken as a director in order to be aware of any relevant audit information and to establish that the Company's auditors are aware of that information
- All directors confirmed.**

As part of the completion of the audit the Directors are required to provide certain representations to the auditors. These were contained in the Letter of Representation that was circulated with the papers. The Board were asked to review and approve the text of the letter and authorise that it be signed by the Chair in parallel with the Annual Report and Financial Statements. **Approved.**

5. Any Other Business

There is a communications plan in place prior to release of the accounts to the members.

Board papers for next week will be send out shortly along with the strategy day agenda. Any questions on these should be directed to JB.

IB thanked the Board for their contributions.