

OTTERPOOLPARK LIMITED LIABILITY PARTNERSHIP

MINUTES OF THE BOARD

Date: 19th February 2021

Place: Virtually

Directors present: Cllr Rebecca Shoob, John Bunnett, Andy Jarrett, Luke Quilter (chair), Dinah Roake, Sally-Anne Logan; Jenny Hollingsbee (for Report number 11)

Others present: Julia Wallace, Donna Brace, Peter Wignall, Tess Luetchford: Mark Dodson; Dave Shore

16. Apologies for absence

No apologies received.

17. Declarations under the code of conduct

There were no declarations.

18. Minutes of the meeting of 9th December 2020

To agree the minutes of the meeting of 9th December 2020

Decision: Minutes were agreed

19. FY19/20 accounts

Report No 9 - In consultation with the chairman the Managing Director approved the FY19/20 Financial Accounts for the period ending 31/3/2020. These were appended (1) to the report. Normally the Board would approve these accounts but there was insufficient time to arrange a Board meeting.

Decision: To note the FY19/20 Financial Accounts for the period ending 31/3/2020 appended to the report

20. Secondment of Staff and Related Matters

Report No 10: Recommends that the LLP enters into a secondment agreement for staff and the related and ancillary matters.

Note: Report 10 contains confidential information.

Decision:

1. To agree the secondment agreement set out in appendix to the report;
2. To agree the job titles contained in paragraph 3.1 of the report;
3. To approve the job descriptions of the Managing Director set out in appendix 3;
4. To authorise the managing director to approve the job descriptions of the other posts mentioned in paragraph 3.1 and;
5. To approve the line management responsibilities as shown in appendix 4.

21. FY21/22 Budget

Report No 11: Sets out for approval, in the context of the overall Otterpool Park budget agreed by Folkestone and Hythe District Council, the proposed running cost budget for FY21/22 and the related matters.

Decision:

1. To agree the budget for running costs, that is set out in Table 2;
2. To approve spend of £2.0M, consisting of £1.5M of running costs and £0.5M of infrastructure planning costs.