

ACTIVE PARTNERS TRUST ("APT")

a company limited by guarantee: 10876876

Initial Board Meeting

**to be held at Clifton Campus, Nottingham Trent University,
between 09.00 and 11.00 on Thursday 24 August 2017**

Agenda

1. Opening Remarks

- a. Appointment of initial APT Chair
- b. Appointment of initial APT Senior Independent Director

2. Apologies for Absence & Quorum

3. Declarations of Interest

- a. Declaration of Interests Forms
- b. Fit & Proper Persons Declaration Forms

4. Formal Record of Previously Agreed Company Set-Up Decisions

- a. Adoption of APT Memorandum of Association
- b. Adoption of APT Articles of Association
- c. Registration of APT with Companies House
- d. Opening of APT Bank Account with NatWest
- e. Confirmation of initial 6 Directors as the current Members of the Company

5. Key Next Steps for Company Set-Up

- a. General Progress Update
- b. Registration with HMRC
- c. Registration with Charity Commission for England & Wales
- d. Initial Funding Agreement with Sport England
- e. Staff Transfer Arrangements from DCC and NTU
- f. Recruitment of additional APT Board Directors

6. Operational Reports

- a. APT Company Set-Up Actions: Summary Schedule
- b. Gap Analysis of APT versus the Code for Sports Governance
- c. Initial Business Plan for APT

7. Approval of Company Policies

- a. Financial Management Manual
- b. HR & Employment Manual

8. Identification & Approval of Service Providers for APT

Initial Set-Up

- a. HR Arrangements:: - Kraft HR Consulting
- b. HR Legal Advice: - Archon Solicitors
- c. Corporate Secretariat: - Wharton Consulting

Ongoing

- d. Legal Advisers:
- e. External Audit:
- f. Pay Roll:
- g. Accountancy:
- h. Pensions Administration:
- i. HR Support:
- j. ICT Support:
- k. DBS Checking Administration:
- l. Insurance:

9. Risk Management

- a. Identification of Initial Risks & Mitigation for APT

10. Any Other Business

- a. Dates of next APT Board meetings