

Board of Trustees Meeting Minutes, 22 July 2021

11:00am to 12:30pm at Tewkesbury, England

Chair: Sue Bridge **(SEB)**

Present: Wei Yang **(WY)**, President; Timothy Crawshaw **(TC)**, Vice President; Sue Manns **(SM)**, Immediate Past President; Meeta Kaur **(MK)**, Vice Chair; Andrew Taylor **(AT)**, Honorary Treasurer; Bernadette Hillman **(BH)**, Honorary Solicitor and Secretary; Lucy Seymour-Bowdery **(LSB)**; Janet Askew **(JA)**; Tom Venables **(TV)**; Stefano Smith **(SS)**; Rebecca Dewey **(RD)**; Laura Archer **(LA)** John Powell **(JP)**; Layla Vidal-Martin **(LVM)**

In Attendance: Victoria Hills **(VH)**, Chief Executive; Richard Patrick **(RP)**, Chief Operating Officer; Roisin Willmott **(RW)**, Director of RTPI Cymru and RTPI Northern Ireland; Craig McLaren **(CMcL)**, Director of Scotland and Ireland; Simon Creer **(SC)**, Director of Communications; Andrew Close **(AC)**, Director of Education and Profession; Jennifer Bosacki **(JB)**, Head of Finance; Lesley Mitchell **(LM)**, Head of HR and Compliance; Sukhpreet Bhatia **(SB)**, Governance Manager; Simone Tomlinson **(ST)**, Governance Officer

Apologies: Laura Archer **(LA)**

Welcome:

The Chair welcomed the Trustees to their first in-person meeting since February 2020.

No.	Agenda Items	Actions
1.0	Apologies for Absence	
1.1	The Trustees noted the apologies received from Laura Archer.	
2.0	Declarations of Interests	
2.1	The Trustees noted the usual declarations of interest as reported by the Trustees in their declaration of interest forms.	
3 and 3A	Minutes of the previous meeting held on 26 May and action log Agreed: Minutes of the previous meeting held on 26 May and the action log were agreed as an accurate record.	
<u>Standing items:</u>		
3B	Risk Register The Trustees agreed the amendments to Risks R04: Relationships with Governments, Not Having Impact Members Would Like to See and R17: Failure to Attract and Retain Colleagues with the Right Skills and Experience	
4.0	Health and Safety Report	
4.1	The Trustees noted the Health and Safety Report.	
<u>Items for Decision:</u>		
10.0	To agree subscription rates 2022 following consultation with the GA	

10.1	Decision: Following the consultation with the GA members in their June meeting, the BOT approved an increase to subscription rates of 2.0%; this is an increase of £6.00 per annum for Chartered Members, i.e. from £315 to £321.	
<u><i>Items for Noting:</i></u>		
11.0	Data Protection Report	
11.1	The Trustees noted the data protection report.	

Approved,

Chair