


**Shine Lincolnshire Limited Board and Charity Board Extraordinary meeting
 12.30 on the 16 August 2019 at Mammias Italian Bistro
 Alexander Walk, 9 The Carlton Centre, Lincoln LN2 4FN,**

Notes

1	Present	Shine Lincolnshire Charity Trustees Stacey Gillott - (SLL Director) Greg Gilbert Lisa Steel (Chair) - SLL Director Shine Lincolnshire Ltd Board		
		In Attendance Mike Martin – Shine Administrator		
		Apologies Robert Glenton		
		Not in attendance		
The Shine Charity [quorum 2] quorate 3/3 The SLL Board [quorum 2] quorate 2/2				
Minutes signed as correct		Signature 		
		Name <i>Stacey Gillott</i>	Position <i>CHAIR</i>	Date <i>22/11/19</i>

Item	Discussion	Action	By
2	Shine Charity Trustees <ul style="list-style-type: none"> • Lisa Steel Resigned as Chair of Shine Lincolnshire Charity • Stacey Gillott was appointed as Chair of the Charity 		
3	Progress Reports - Future of Shine <ul style="list-style-type: none"> • SG has been in touch by telephone with both LS and GG in regard to the future of Shine and funding from Lincolnshire County Council and Lincolnshire Clinical Commissioning Groups (CCGs) and had agreed to sign the contract with the outcomes specified. Contract and outcomes attached. <ul style="list-style-type: none"> • SG left the room • LS and GG discussed management of the network and agreed that SG, who has been with the Shine Network since its inception and is familiar with the organisation and structure was best placed to provide this through Pelican Trust • SG Returned • Governance of Shine was discussed and actions to be taken by SG listed under Action 	<ul style="list-style-type: none"> • Write Job Description <ul style="list-style-type: none"> ○ Chair ○ Directors ○ Administrator • Look at constitution • Skills Matrix 	SG
4	Shine Charity Board The Shine Trustees agreed that Robert Glenton be accepted on the Charity Board as an associate (non-voting) member	Invite RG to join as an Associate Member	MM
5	Staff pay review <ul style="list-style-type: none"> • MM Left the room • SG, LS and GG discussed and agreed a 2% pay increase from 1 October • MM returned 	Inform ABC Accounting	SG
6	Closure of Shine Lincolnshire Limited, the company <ul style="list-style-type: none"> • Charity bank account has been opened and funds transferred • Closure of the Company bank account has been requested • SG and LS have signed the application to close which will be the last thing to do to complete the transfer from Company to Charity 		MM
7	Any other business None		
8	Date of next meeting to be decided after consultation with LCC		SG