


Title: Board Meeting Agenda			
Date: 26/5/15	Time: 4-6pm		
Venue: HWO office, Suite 2, Whichford House.			
Chair: Edward Duller		Minute taker: Carol Ball	
Agenda item	Description	Time	Who
1	Welcome and apologies	5 mins	ED
2	Declarations of interest	5 mins	ED
3	PAPER 1 Minutes of the last meeting - for approval Matters arising - for information	10 mins	ED
4	PAPER 2 CEO's report	15 mins	RC
5	PAPER 3 Year End Returns and Financial Report - for approval	15 mins	RC
6	PAPER 4 Terms of reference for all sub groups - for approval	15 mins	RC
7	PAPER 5 Discussion Paper on HWO Strategy	20 mins	PA
8	PAPER 6 Annual report - for approval LATE PAPER BEING CIRCULATED SEPARATELY ON FRIDAY MAY 22ND	10 mins	RC
9	PAPER 7 Election of Vice Chair	5 mins	RC
10	Papers included for information and to note: Paper 8 Minutes of Project sub group and update paper it received Paper 9 Minutes of Marketing sub group Paper 10 Minutes of HR sub group Paper 11 Minutes of Strategy, Planning & Finance sub group	10 mins	CM TR ED ED
11	AOB	5 mins	

ED - Eddie Duller RC - Rachel Coney PA - Paul Ader TR -Tracey Rees CM- Carol Moore