

Record of the meeting of PAC Officers and Trustees on 19th December 2016 at Portcullis House Westminster, commencing at 1900 hrs

Item	Description	Action
1	<p>Attendees: Littlejohns D, Thomason G, Howell C, Beardmore CE, Pugh C, Gibson T, Combes A, Small C, Hughes S, Poulter D, Mistlin A, Austin D, Brize E (Observer)</p> <p>Apologies: Blundell M, Gush P, Thorpe B, Beardmore C A, Davies RS, Murphy B</p>	
2	<p>Purpose: The meeting presented an opportunity to review progress of Penguins Against Cancer (PAC), the Penguins XV having recently defeated the Guy's Hospital Freshers' XV in a closely fought rugby match.</p>	All Note
3	<p>Matters Arising and Confirmation of Grants:</p> <ul style="list-style-type: none"> • Guy;s Cancer Centre cannot find the grant cheque and letter recently sent to them by PAC. Cheque to be cancelled. • Duncan Austin as Chief Trustee coordinator agreed to rewrite the Essential Guide to being a Trustee to become more PAC focussed in conjunction with Steve Davies by Apr 17 • It was unanimously agreed that the Fergus Fund should have a total of £5000 to disburse for cancer research bursaries until next year's AGM, conditional on the Fund TORs being endorsed (see later) • The £4000 grant to St Wilfrid's Hospice Eastbourne was endorsed unanimously • A grant of £2627 to Prostate Cancer UK was proposed by Ben Murphy [in absentia] and seconded by G Thomason. It was unanimously endorsed 	<p>Treasurer</p> <p>Austin D Davies RS S Hughes M Blundell B Scholefield B Challacombe P Gush, A Skyrme to note</p> <p>B Murphy</p>
4	<p>Finance: The Treasurer retains good control of the financial position. All PAC expenditure remains by cheque, drafted by the Treasurer and signed by at least 2 authorised PAC signatories. A statement of financial affairs for the 11 months to 1 Dec 16 was circulated. D Poulter agreed to try to source accountancy services at no cost to assist with the preparation of accounts for the Charities Commission submission.</p>	All to Note D Poulter
5	<p>Endorsement of Policies: The following policies, previously circulated for comment, were endorsed and will be hung on the PAC website:</p> <ul style="list-style-type: none"> • Risk Management Policy • Investment Policy • Events policy • Conflict of Interest [Col] Policy <p>The Secretary agreed to maintain the Col Register The Treasurer raised the requirement for a Granting Policy – to be drafted and circulated prior to next Trustees meeting</p>	All to Note D Littlejohns Secretary Secretary
6	<p>The Fergus Fund (Bursaires to support Postgraduate Oncology Research Students): The Terms of Reference (ToRs) and Application Forms previously circulated for comment by Simon Hughes were unanimously endorsed. The Fergus Fund Trustees will now assess applications for merit and make recommendations for bursaries.</p>	S Hughes M Blundell B Scholefield B Challacombe

7	AOB Future Events: Recent and proposed Future activities are described in detail on the website www.penguinsagainstcancer.org.uk Date Of Next Meeting: 22 Apr 17 at Honor Oak Park, London following the Scanlan Cup match and to be followed by the GHRFC Ball	All to Note
---	--	--------------------

Signed Electronically

Combes A, Secretary

Beardmore C E, President

Austin D, Chief Trustee Coordinator

Hughes S, Lead Fergus Fund Trustee