

HARROGATE HEALTHCARE FACILITIES MANAGEMENT LIMITED
Company number: 11048040
(the "Company") t/a Harrogate Integrated Facilities (HIF)

APPROVED Minutes of an Extraordinary Meeting of the Company Board of Directors
held on 6th December 2023, via MS Teams

Present: Mark Chamberlain, Chairman
 Gary Barrett, Non-Executive Director (GB)
 Roger Taylor, Non-Executive Director (RT)
 Matt Graham, Director of Strategy (Stakeholder Non-Executive Director)
 Angie Gillett, Managing Director

In attendance: Kate Southgate, Associate Director of Quality & Corporate Affairs
 xxxxxxxxxxxx Deputy Director of Finance
 xxxxxxxxxxxx, Interim Head of Financial Services

Apologies: Lucy Hind, Non-Executive Director (LH)
 xxxxxxxxxxxx, Executive Assistant (HDFT)

HIF/12/06/1	Welcome and Introductions
1.1	The Chair welcomed everyone to the meeting and apologies were noted as above.
HIF/12/06/2	Declarations of Interest
2.1	There were no interests declared in relation to the business of the meeting.
HIF/12/06/3	Minutes of the previous Meetings
3.1	Noted that the minutes of the previous meeting would be reviewed at the HIF Board meeting planned for December 2023.
HIF/12/06/4	Matters Arising and Action Log
4.1	Noted that the matters arising and action log would be reviewed at the HIF Board meeting planned for December 2023.
HIF/12/06/05	HIF Annual Accounts for the year ending 31st March 2023
5.1	The Director of Finance took the HIF Board through the current position with the HIF Annual Accounts.
5.2	The tax liability was explored in further detail as directed by the Director of Finance. In year, there will be a current corporation tax liability, note 7 in the information that had been shared. The Company will have a corporation tax which would be billed and paid. This totalled xxxxxxxxxxxx
5.3	The profit and loss position, was not impacted to the same extent as the corporation tax. It was confirmed that there was no impact on the bottom line.
5.4	Final accounts have now been sent to the external auditors in the form that they are presented to the HIF Board as part of this agenda.
5.5	

5.6	The fixed assets were queried by the Non-executive Director (GB) and this was confirmed that it would be circulated as part of the accounts. <i>The Director of Strategy joined the meeting.</i>
5.7	The Non-executive Director (GB) noted that [REDACTED] "other income" was not [REDACTED], however, in declarations it states that all activity for the company relates to delivery of services for the Trust. The majority of this relates to [REDACTED], [REDACTED] and for a [REDACTED]. The Director of Finance confirmed that the declaration is in relation to another element of the accounts and does not relate to the "other income" line.
5.8	The Chairman summaries the current position and discussions to date. It was confirmed that the request of HIF Board was to approve the accounts as laid before the Board.
5.9	The Director of Finance confirmed that the Annual Accounts audit would be finalised with the external audit by the end of this week. It was confirmed that the Accounts would then be couriered and sent recorded delivery to Companies House, no later than the week commencing the 11 th December 2023.
5.10	Action: Director of Finance to circulate a note to the HIF Board on the detail in relation to the corporation tax bill.
5.11	Resolved: The HIF Board approved the HIF Annual Accounts for the year ending 31 st March 2023.
HIF/12/06/06	Any Other Business
6.1	There were no further items of business.
HIF/12/06/07	Date and Time of Next Meeting
7.1	Tuesday 19 th December 2023 at 9am