

# Meeting of the BTF Board of Directors

## Minutes

### Thursday 21 March 2024



**Venue:** via TEAMS

**Time:** 16:30 – 18:30

**Present:** Bill James (BJ) – Chair, Debbie Clarke (DEC), Edwina McDowall (EM), Gavin Calder (GC), Martin Kitchener (MK), Richard Ashton (RA), Ruth Daniels (RD), Sameer Pabari (SP), Sara Heath (SH), Tasha Reynolds (TR), Vicki Holland (VH).

**Apologies:** Neil Saunders (NS).

**In attendance:** Anne Vinestock (AV), Ian Howard (IH)

Items	Responsible	Timings
<p><b>INTRODUCTION</b></p> <p>BJ welcomed everyone to the meeting and confirmed that it was quorate.</p> <p>The sole purpose of the meeting was to approve the FY25 Budget.</p> <p><b>1.1 Apologies for absence</b></p> <p>Neil Saunders (NS).</p>		
<p><b>TOPICS FOR DISCUSSION AND/OR DECISIONS</b></p> <p><b>2.1 FY25 Draft Budget</b></p> <p>A budget report and draft budget for FY25 had been previously circulated to all the Board members.</p> <p>The budget was approved on the following basis:</p> <ul style="list-style-type: none"> <li>The Executive team’s updated proposal for staff pay increase, with the salary banding model, was approved subject to an additional amount set aside for any ad-hoc pay awards by the CEO.</li> <li>The Remunerations Committee separately ratified the pay proposal outlined in the FY25 Budget Board paper.</li> </ul> <p>The budget figures as they were presented were approved and the salary adjustments will be fed into the future forecast for the business along with any further strategic decisions that may be made.</p>		

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	BJ thanked everyone for attending the meeting.		
	<b>CLOSE</b> <b>3.1 AOB</b> There was no other business.		