

## Stakeholder forum – meeting note

Held online –Wednesday 27 September 2023 10:00am - Noon

### Attendees:

Charlene Brooks	Parenting NI – Chairperson
Gerry McCurdy	Interim Chief Commissioner
Andrea Brown	Disability Action
Mary T Conway	Omagh Forum for Rural Associations
Michele Crilly	Special Olympics Ulster
Denise Copeland	NICVA
Conor Flanagan	Supporting Communities
Colin Hayburn	Extern
Denise Hayward	Volunteer Now
Clare Jenner	Parentkind
Lisa Keys	Boys Brigade NI
Louise Little	North Down Community Network
Bill Megraw	County Down Rural Community Network
Derek Powell	
Valerie McConville	CO3
Brenda McMullan	Halifax Foundation
Ashleigh Roberts	East Belfast Community Development Agency
Ann Breslin	CCNI – PDM, Notetaker.

### Apologies:

Cara McCann, Tommy Stewart, Ian Simpson, Loraine Griffin, Catherine Cooke, Diarmuid Moore, Tony Clarke, Leslie-Anne Newton.

Ref	Item	Action point/Decision
1	Apologies	
2	Notes of previous meeting	<b>Decision:</b> Note of meeting accepted. One correction Andrea Brown attended the last meeting but is not listed.
3	Update on Board of Commissioners at the Charity Commission.	Congratulations from forum to Gerry on his appointment as Chief Commissioner. <b>AP1.</b> Notify forum when vacancies for Board are advertised – requested by Chief Commissioner.

4	Update on Vice-Chair role and review of Terms of Reference for the forum.	<p>Chairperson shared brief biography of newly appointed Vice Chair – Ian Simpson.</p> <p><b>AP2:</b> Chairperson to follow up with Vice Chair about the review of the ToR.</p>
5	Members update.	<p><b>AP3:</b> Learning point for Commission – the Secretary of a Charitable Company is not a charity trustee – this member was told by the Commission she was a trustee at the time of registration – this was a mistake. All other support and contact with the Commission re registration was very positive.</p> <p><b>AP4:</b> Raised by forum member: Accountant for small charity went online to upload the AMR and discovered someone else from the charity had already done so. The uploaded document included an invoice for the accountant – this should not have been published. Asking if it can be rolled back.</p> <p><b>AP5:</b> Forum member who is from a funding body asked if the SIR form could be amended. Currently it asks who is reporting the SIR – options are Member of the Public, Charity Trustees, Auditor/IE. Could a box for funder/other be added?</p>
6	Feedback on three template letters	<p><b>AP6:</b> Consider producing an A4/A5 online leaflet –reason to register as a charity and reasons why registration may not be suitable, which could be distributed by Commission for helper groups/others to run off and use.</p> <p><b>AP7:</b> Commission to consider attending other community organisations events to provide information about topics - reconsider Engagement strategy to add this in.</p> <p><b>AP8:</b> Indicate Word limit on screenshots so those preparing don't spend time preparing too much information and then have to edit.</p>

		<b>AP9:</b> Stakeholder forum to ask DfC for update on the work around the Threshold to be shared with the forum.
7	A.O.B	<b>AP10:</b> After discussion delay invitation to ICO.

**Prepared by:** Ann Breslin.

**Next meeting:** in person on Wednesday 29 November 2023 10:00am – Noon, followed by a sandwich lunch.

**Venue:** Marlborough House, Central Way, Craigavon, BT64 1AD.

No hybrid option will be available.

Travel expenses within NI will be paid by the Commission, in line with its travel policy.