Board of Trustees
Minutes

Meeting Date: Friday 22 May 2026

Time: 10am – 4pm

Type: In person

Location: Angel Suite, Double Tree by Hilton, 60 Pentonville Road, London N1 9LA

Version: Confirmed

Present:

Bill	Adlard (BA)	Trustee
Michelle	Briggs (MB)	Trustee
Will	Daniel-Braham (WDB)	UKCP Vice Chair & Trustee
Pippa	Donovan (PD)	UKCP Chair & Trustee
Rosie	Duncan (RD)	Trustee
Peter	Gregory (PG)	Trustee - *remotely by zoom*
Nish	Kumar (NK)	Trustee – *from 10:42*
Helen	Marsh (HM)	Trustee
Akash	Patel (AP)	Chair of FRAC & Trustee
Matthew	White (MA)	Trustee

Apologies:

Emily	Bridges (EB)	Head of Strategic Projects

In Attendance:

Bethan	France (BF)	Director of Membership
Emma	Herbert (EH)	Head of Governance
Vicky	Kemble (VK)	Director of Resources
Jon	Levett (JLE)	Chief Executive Officer
Ross	Matthewman (RM)	Head of Policy & Communications
Wendy	Smith (WS)	Finance Manager

Minutes By: Alex Crawford (AC) Board & Committees Secretary

Action Points and Decisions – in Black Bold

1. Welcomes, apologies and conflicts of interest

1.1. The Chair welcomed people to the meeting.

1.2. A special welcome was given to new trustee HM who was attending her first Board meeting. Introductions were made around the room.

1.3. Apologies were given for EB.

1.4. No declarations of interest were declared.

2. Board check-in

2.1. Each attendee gave a brief update on their personal wellbeing.

3. Membership Fees

3.1. The Chair of FRAC spoke to fee increase paper.

3.2. The Senior Management Team (SMT) proposed a 5% increase to the Individual Membership fee at the Board meeting in March 2026.

3.3. At the meeting the Board asked SMT to provide an update to the FRAC (Finance, Risk and Audit Committee) in April, considering recent world events.

3.4. SMT has since proposed no change to the original 5% increase and this was agreed by FRAC on 24 April 2026.

3.5. **The Board resolved to approve a 5% increase to the Individual Membership fee from 1 October 2026**.

3.6. **The Board are to be given advanced copy of the communication to members about the fee increase**.

4. HMRC Voluntary Disclosure

4.1. The Finance Manager spoke to the voluntary disclosure update paper.

4.2. The draft HMRC disclosure was discussed at the April FRAC meeting and further clarification requested.

4.3. The draft letter has since been reviewed by PEM (UKCP auditors) and HaysMac (external consultants) with a final draft being presented for approval.

4.4. SMT plans to submit the voluntary disclosure to HMRC after the May board meeting, if approved by the Trustees.

4.5. The disclosure must be submitted before the filing of the annual accounts at Companies House (deadline 30 June).

4.6. **The Board resolved to approve the voluntary disclosure letter drafted by HaysMac**.

4.7. **The Board are to be given advanced copy of the communication to members about the voluntary disclosure**.

5. Serious Incident Report (SIR)

5.1. The Head of Governance spoke to the Serious Incident Report paper.

5.2. It is proposed that the SIR is submitted at the same time as the disclosure to HMRC and that the HMRC disclosure is attached to it.

5.3. The incident being reported is the disclosure to HMRC relating to UKCP's financial liability following changes in legislation. The wording of this SIR is aligned with the wording of the HMRC disclosure.

5.4. **The Board resolved to approve submission of the SIR to the Charity Commission and gave delegated authority to the CEO and Head of Governance to amend the SIR as required**.

5.5. The UKCP Chair said that we need to ensure we incorporate changes in legislation more quickly going forward. We need 'horizon scanning' and should not be too internally focussed.

5.6. On a broader note, consideration needs to be given on how decisions taken by the Board are communicated to members.

6. Away Day

6.1. For the rest of the meeting the Board held an Away Day which involved in depth discussions between the trustees and the Senior Management Team about the current and future UKCP Annual Plan.

6.2. On Saturday 23 May the Board continued the Away Day with a facilitated session.

7. Next Meeting

7.1. Friday 26 June 2026, Kings Cross, London.