

Minutes of a meeting of Visit Jersey Limited ("VJL")

Held at The Atlantic Hotel – 24th October 2023 at 9.30am

the "Directors" or the "Board"	In Attendance
Lisa Springate Chair (LS)	David Schofield (DS) Company Secretary
Amanda Willmott (AW)	Catherine Morris (CM) part
Catherine Leech (CL)	
Ian Gray (IG)	
Lawrence Huggler (LH)	
Patrick Burke (PB)	
Tim Crowley (TC)	
Claire Bentley (CB) from 11am	
Daniel Rowles (DR) from 11am	

GENERAL


1. **WELCOME AND APOLOGIES**– LS welcomed the Board and passed on **TW**s apologies, as seasonal flu prevented her from joining the meeting. **LS** placed on record, on behalf of the Board and the Team, her sincere thanks to **TC** and **CL** for their many years of service, as they would be rotating off the Board, after today.
2. **CONFLICTS OF INTEREST** – No new conflicts of interests were noted by Board members in the room or subsequently by **CB** or **DR** who joined the meeting at 11am and have completed a conflicts of interest declaration, as new NEDs.
3. **MINUTES FROM THE PREVIOUS MEETING** - The minutes from the previous meeting were accepted without revision.
4. **APPOINTMENT OF NEW NEDs** – The Board debated the appointment of new Non-Executive Directors, following the recent interviews which had been held. **LS** advised that there had been approximately 80 applications received for the two roles which had been reduced down to 11 candidates being interviewed over the course of two days. **It was AGREED** that Daniel Rowles (**DR**) and Claire Bentley (**CB**) be appointed as Non-executive Directors with effect from today's meeting.

CB and DR joined the meeting at 11am.

FOR DISCUSSION

5. **AUDIT AND RISK COMMITTEE MEETING (ARC) UPDATE** – **IG** updated the Board on the last ARC meeting, as per the report filed in the Board pack. In particular, on the status of the risk register and noted that the only material change to it since the last meeting is the 'risk of Government reducing funding' moving from 4C to 4E. **IG** noted that the Executive had satisfactorily explained all variances over £10k on the Q3 management accounts and that the ARC Committee had signed off on the Q3 EDTSC report. **IG** noted that ARC was supportive of the Executive's plan to implement new purchase order and bill approval software, subject to showing that the necessary audit and compliance procedures were built into the new software. **IG** recommended to the Board that the letter appointing Alex Picot to carry out the 2023 audit be approved by the Board, at the costs quoted in his report. **It was AGREED** that the letter of appointment be approved, and **IG** duly sign it. **ACTION IG** to sign the said letter and **DS** to forward to Alex Picot. **IG** noted that the Executive had presented its plans on new intellectual property procedures to ARC with a timescale for their implementation and ARC endorsed this plan.
6. **COMPLIANCE GROUP COMMITTEE (CGC) UPDATE** – **LH** noted that the CGC had met in October, and had proposed, inter alia, that the CGC committee be merged into the ARC committee. This was **AGREED**. **LS** requested that all Board members confirm to **DS** by the end of the month whether or not they had or were proposing to register or not their status as a Director with the Jersey Financial Services Commission, pursuant to the Schedule 2 requirements, discussed at previous Board meetings. **ACTION** – All NEDs to email **DS** with regard to their status.
7. **INSIGHTS UPDATE** - **CM** delivered a comprehensive presentation on insights from Q2 that was well received by the Board. **ACTION DS** to attach a hard copy of the presentation to the Board Pack. The Board also fed back that it would be useful for the IHOM to attend this section of the meeting, even by Teams, to provide operational context to the presentation.
8. **FUTURE BOARD MEETINGS** – **CB** noted that she had an existing appointment that clashed with the April Board Meeting. **ACTION DS** to arrange an alternative date.
9. **AOB** – **DS** updated the Board on the report he wrote with regard to staff medical insurance benefits. The Board felt the matter sat with REMCo rather than the full Board. **ACTION DS** to add the said matter to the agenda for the REMCo meeting. After reviewing the Strive slide deck within the pack and hearing from **LS**, the Board **AGREED** that VJL would provide a statement of support in respect of the planning application.

DATE OF THE NEXT MEETING – 31st January 2024.


Chair

ACTIONS

ACTION	RESPONSIBILITY	STATUS
Sign and action audit approval letter	IG/DS	Complete.
Board Members to confirm whether or not they have or will register as a Director with the JFSC	ALL NEDs	TBC
Attach a hardcopy of the R&I presentation to the Board Pack.	DS	Complete.
Reschedule April 2024 Board meeting.	DS	TBC
Add medical insurance to the REMCO agenda.	DS	Complete.

V2 DS 25.10.23