

# CPF Training Day 2024

Wednesday 6 March 2024

All sessions will be on Zoom and will be automatically recorded except Virtual drinks. By participating in the Zoom meetings, you are given consent for the recording that may be circulated among CPF members after the event.

Time	Agenda item
10.00–10.15	Welcome and AGM Joanna Pittman, Chair
10.15–11.15	Session 1: Opening keynote Kate Sayer, chair of BOND
11.15–11.45	Comfort break
11.45–12.45	Session 2: Access to Banking: supporting community and charity organisations in the UK Sophia Williams and Mike Conroy from UK Finance
12.45–2.00	Lunch break
2.00–3.00	Session 3: News from the Fundraising Regulator Jim Tebbett, Head of Proactive Regulation and Projects
3.00–3.30	Comfort break
3.30–4.30	Session 4: VAT update Alison Hone, Director of Alison Hone Ltd
4.30	Close, thanks and invitation to virtual drinks at 5pm
5.00	Virtual drinks

**Kate Sayer**

For the majority of her working life, Kate was an auditor and consultant to charities and international NGOs, having co-founded the charity specialist audit and advisory firm Sayer Vincent in the 1980s. In January 2020, Kate joined Oxfam as Director of Integrity & Ethics to lead the teams responsible for handling whistleblowing reports, misconduct and countering fraud and corruption and to oversee risk, assurance and internal audit. Kate is currently the Chair of Bond, the umbrella body of UK international development organisations. Kate has previously held voluntary roles as a board member of the Association of Chairs, Charity Bank and Development Initiatives.

**Sophia Williams, Manager and Mike Conroy, Director from UK Finance**

Since July 2022, UK Finance has been undertaking a project called “Access to banking: supporting community and charity organisations in the UK”. This has brought together a wide range of community and charity representative organisations with bank representatives to address and work through some of the issues experienced in the account opening and servicing of community-specific bank accounts. Following workshops with charities and banks, the final phase of the project is working on a solution involving the launch of a new website hub, the Voluntary Organisation Banking Guide.

**Jim Tebbett, Head of Proactive Regulation and Projects**

Jim joined the Fundraising Regulator in June 2023 to monitor and promote sector compliance with the Code of Fundraising Practice. Jim is leading a number of significant projects, ensuring the team is well-positioned to deliver a risk and intelligence-led programme of work to explore emerging or unaddressed issues about charity fundraising so they can be addressed before they crystallise. Prior to joining the Fundraising Regulator, Jim worked at the Advertising Standards Authority (ASA) for 11 years, and before that, he worked as a criminal investigator for a local authority.

**Alison Hone, Director of Alison Hone Ltd**

Alison Hone is an independent VAT consultant working the charity and not for profit. Alison was previously a Partner with a top 20 Firm and started her career in HMRC. Alison's work includes compliance, VAT planning, health checks and review, negotiating with HMRC and advising on structures and reorganisations. Alison is a regular speaker at events and writes articles for the charity sector. Alison's client portfolio is wide and diverse including large international charities, household names, medical, animal, conservation and wildlife charities.



# Agenda for the AGM

To be held on Zoom on 6 March 2024

**1 Chair's Introduction**

**2 Agreement of the Minutes of the 8 March 2023 AGM**

Attached

**3 Approval of the Accounts for the year ended 31/12/2023**

To be presented on the day

**4 Election of officers:**

Chair – Jo Pittman

Secretary/Treasurer – Paul Cowham

**5 Dates of next ordinary meetings:**

Thursday 13 June 2024 at 3.30pm via Zoom

Thursday 12 September 2024 at 3.30 via Zoom



# Minutes of Annual General Meeting

held on 8 March 2023 via Zoom

## **1 Chair's introduction**

Welcome and thanks to all present

## **2 Agreement of the Minutes of the 2022 AGM**

Agreed

## **3 Approval of the Accounts for the year ended 31/12/2022**

Approved

## **4 Election of officers:**

Chair – Jo Pittman re-elected

Secretary/Treasurer – Paul Cowham re-elected

## **5 Date of next ordinary meeting:**

Thursday 8 June 2023 at 3.30pm via Zoom – Sarah Vibert from NCVO to join us