**MINUTES of the MEETING of DIRECTORS OF CHESHIRE LOCAL MEDICAL COMMITTEE, held on WEDNESDAY, 3 SEPTEMBER 2025**

**Venue: Nunsmere Hall Hotel, Cheshire 13:00 – 15:00**

**In Attendance: Dr. D. Ward (Chair)**

**Dr. S. Tam (Vice Chair)**

**Dr. D. Harle (Medical Director)**

**Dr G. Kent (Finance Director)**

**Mrs. J. Hughes (Business Operations Manager)**

**Mrs. C. Jinks (Afford Bond)**

**Apologies:** **Mr. W. Greenwood (Chief Executive and Company Secretary)**

**1. WELCOME**

1.1 The Chair welcomed Mrs. Caroline Jinks from the Company’s Accountants Afford Bond to the meeting who would give a report on the financial Annual Accounts to the Directors.

**2. APOLOGIES \ DECLARATION OF INTERESTS**

2.1 Apologies received from Mr. W. Greenwood Chief Executive and Company Secretary.

2.2 No new declarations of interest noted.

**3. MINUTES OF THE LAST MEETING**

3.1 The minutes of the meeting of Directors of Cheshire Local Medical Committee Limited, held on Wednesday, 4th September 2024 were received. There were no comments on the previous minutes of meeting. The minutes were agreed and signed electronically.

|  |
| --- |
| **ACTION**: The minutes 4th September 2024 signed electronically. Business Operations Manager. |

**4.** **MATTER ARISING**

4**.**1 There are no matters arising.

**5. DRAFT ANNUAL ACCOUNTS AND SUPPLEMENTARY PAPERS**

5.1 In presenting the financial accounts Mrs Jinks advised that –

There were no issues and that she could report a clean set of accounts.

The audit process had covered the transactions conducted by the LMC during the last financial year to 31 March 2025.

Draft copies of the Annual Accounts were circulated for the meeting to the Directors for discussion, questions and sign off. The main points covered by Mrs Jinks (and questions by Directors) centred on the following –

* The financial statements were confirmed as correct.
* The figures show a strong balance sheet.
* The accounts showed a planned (Deficit)/ surplus for the year of (£50,159). This was agreed at a previous Directors meeting held on 4th September 2024 to reduce the cash on deposit held by the LMC.
* Statutory/Voluntary Levies had been received regularly.
* Bank charges and lack of bank interest yielding accounts.

The Chair led discussion on various cost lines that required a further breakdown and would give a high level of projection for the Fit for the Future meeting. The Business Operations Manager Mrs Julie Hughes and Mrs Caroline Jinks Afford Bond to provide the additional information.

|  |
| --- |
| **ACTION**: Business Operations Manager and Caroline Jinks Afford Bond to provide the additional information to update to the Directors. |

The Chair referred to the LMC bank accounts Handlesbanken and Natwest. lack of bank interest yielding accounts and a proposal to move to interest paying options. The Business Operations Manager said an exercise had previously been carried out in 2024 and at that time there wasn’t any favourable choices for consideration. It was agreed for the Business Operations Manager to explore some options with banks.

|  |
| --- |
| **ACTION**: Business Operations Manager to explore bank interest paying options and provide an update to the Directors. |

**Conclusion:** The accounts were duly confirmed, agreed, and signed off by the Directors.

The Chief Executive and Company Secretary Mr Greenwood had given his apologies for the meeting Mrs Jinks to arrange an electronic copy of the accounts to be sent to the CEO for his electronic signatory and sign-off.

No hard copies would be required but an electronic version would be made available to Directors, LMC members and a copy for the LMC central LMC Finance file.

|  |
| --- |
| **ACTION**: Mrs Jinks to arrange an electronic copy of the Annual Accounts to be sent to the CEO.  Afford Bond to arrange for pdf copies of the signed accounts to be made available to the CEO and Business Operations Manager. Afford Bond to submit the accounts to Companies House. |

**6.** Legal requirement to verify directors’ identity under the Economics Crime and Corporate Transparency Act 2023.

6.1 Business Operations Manager reported an email had previously been circulated to the Directors by the Chief Executive with an explanation of the requirement for Company Directors. She confirmed she had received the verification code from all Directors which would be kept on file.

**7. ANY OTHER BUSINESS**

7.1 Cheshire LMC Draft Annual Report 2024-25 proposal.

Draft Annual Report 2024-25 produced for Director’s sign-off. A final copy to be available for the

November meeting. A copy will be shared with all practices and on the website.

|  |
| --- |
| **ACTION**: Business Operations Manager to have a final copy available for the November meeting. |

**8. DATE AND TIME OF NEXT MEETING**

Date, time, and venue tbc.

JH 040925 (v1)