

**Board of Trustees  
Matters Arising**

Meeting(s)	Minute	Action	Responsible	Timeline
18 <sup>th</sup> November 2020	13	To provide feedback on the letter to HMRC regarding VAT	AS + RU	December 2020
18th November 2020	9	Amend the date on the letter of representation.	TF	November 2020
18 <sup>th</sup> November 2020	11	To amend 'time commitment' section in Trustee recruitment pack before job advert goes live	TF	November 2020