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**AFR Meeting Minutes 11th October 2022**

**Attendees:**

Russell Bell (RB), AFR Chair

Graham Biggs (GB)

Matt Neville (MN), Observer

Russell Levenston (RL)

Victoria Jones (VJ)

Stewart Kellett (SK)

Apologies:

None

**Item 1- Minutes**

Minutes approved from the previous meeting

**Item 2- Action Tracker**

The group agreed to use the action tracker going forward.

**Item 3- Q2 Figures**

Cash Flow

VJ highlighted the cash flow would change following the mid-year review and reforecast.

The group agreed to meet w/c 8th November to sign off the reforecast.

**Item 4- Risk Register**

The group approved the new format for departmental leads feeding into the risk register and managing risks.

**Item 6- AGM Update**

The group agreed not to go out to audit tender this year due to time constraints.

**Action- AFR to go out to audit tender April 23.**

**Action- VJ to reassess AGM timescales when considering director election and audit.**

**END OF MEETING**