

ICON BOARD OF TRUSTEES

AGENDA for Meeting on 27th September 2023 to be held from **14.00 to 17.00** in a hybrid format – in person at **The Postal Museum, 15-20 Phoenix Place, London WC1X 0DA** and online via Zoom. A light vegetarian lunch will be available from 13.30.

Icon’s Charitable Objects:

- To advance the education of the public by research into and the promotion of the conservation of items and collections of items of cultural, aesthetic, historic and scientific value; and
- To preserve and conserve items and collections of items of cultural, aesthetic, historic and scientific value.

Item	Description	Lead	Information or decision ¹
01 01.01	Chair’s welcome and report <ul style="list-style-type: none"> • CEO Recruitment Update 	EC	Information
02 02.01 02.02 02.03	Meeting administration <ul style="list-style-type: none"> • Apologies • Trustees’ Code of Conduct • Declarations of interest relating to this meeting 	EC	
03 03.01 03.02 03.03	Minutes of previous meeting <ul style="list-style-type: none"> • Approval of minutes of 28th June 2023 including amendments and signature • Board Meeting Action Log • Matters arising 	EC	Decision (P) Information (P)
04 04.01 04.02 04.03 04.04	Trustees’ Annual Report and Audit <ul style="list-style-type: none"> • Audit Findings Report • Going Concern Report • Trustees’ Annual Report and Accounts 31st March 2023 • Letter of Representation to the Auditors 	KB (audi tor)	Decision (P) Decision (P) Resolution (P) Resolution (P)
05 05.01 05.02 05.03	Finance and Risk Report <ul style="list-style-type: none"> • Management accounts Q1 • Financial commentary Q1 • Risk Register 	RB KF KF	Information (P) Information (P) Information (P)

¹ P = papers provided

06	Governance		
06.01	<ul style="list-style-type: none"> 2023 AGM format & lecture 	EC	Decision
06.02	<ul style="list-style-type: none"> Nominations Committee Report <ul style="list-style-type: none"> Trustee Appointment Policy 	SR	Decision (P)
06.03	<ul style="list-style-type: none"> Elections update 	SR	Information
06.04	<ul style="list-style-type: none"> Remuneration for service provided by trustee 	SR	Decision
	BREAK		
07	Executive Report: Strategic Priorities 2023-24	KF	Exec Report (P)
07.01	<ul style="list-style-type: none"> Membership 	JL	Information
07.02	<ul style="list-style-type: none"> Skills (including PSD) 	PW	Information
07.03	<ul style="list-style-type: none"> Advocacy & communication 	GB	Information
07.04	<ul style="list-style-type: none"> Income generation 	KF	Information
08	Diversity & Inclusion		
08.01	<ul style="list-style-type: none"> Working group update 	CM	Information
09	Conferences Committee		
09.01	<ul style="list-style-type: none"> Update from committee 	PW	Information
10	Policy updates		
10.01	<ul style="list-style-type: none"> Nominations Committee Terms of Reference* 		Information Information
11	AOB		
12	Closed items (trustees only)		
12.01	<ul style="list-style-type: none"> Chair/Board and CEO working relationship 	EC	Discussion (P)
12.02	<ul style="list-style-type: none"> Board away day 	EC	Discussion
	Close of meeting		

*These items will not be discussed, unless a discussion is requested by a trustee prior to the meeting.