

**ELISABETH CURTIS CENTRE RIDING FOR THE DISABLED**  
**Minutes of the Hundred and Thirtieth Meeting of the Private Limited Company No 7302917**  
**Management Committee Meeting**  
Tuesday, 04<sup>th</sup> January 2022, at 6.30pm, by Teams

Present – V Liston (Chair), P Farr (Secretary), R Ward, K Palmer, V Bradley, D Pay,  
A Barnes

1. **Apologies for absence:** S Armstrong
2. **Minutes of Last Meeting:** Approved.
3. **Finance and RDA Grant Application.** Deficit now £21,718; this is partly accounted for by payment of Insurances in November, VL reimbursed for supplements/medicine and KP for feed. Additionally, we stocked-up prior to Christmas to avoid possible shortages over the holiday period. Agreed to hold a separate meeting to discuss the financial position of the Centre and any further measures we can take to improve the situation.  
Investigate any financial help from Bedford Borough Council 'Discretionary Pot' and Bromham Ward (at a later date) **Action: AB.**  
**RDA Grant Application.** Deadline 07/01/2022. The contents were discussed to aim towards almost £10K (upper limit). The aims of the project being applied for is to get back to pre-Covid numbers of participants, and to expand our services. The application includes additional coaching hours, short term admin support to assist with recruitment of volunteers and additional training for coaches to enable us to offer additional activities.  
VB highlighted the problem of obtaining references for prospective volunteers, which slows down the process. KP reported that he thought we probably only retain around 50% of new volunteers.  
**Expense Cards.** Investigate acquisition of Barclaycard or Paypal pre-paid debit card to be used for purchases of feed, supplements, etc. thereby avoiding the use of personal credit cards. VB suggested Credit limit of £2K, if we have Barclaycard. **Action: KP/DP.**  
**St. James Wealth Management Grant.** Ongoing. **Action: AB.**  
**Restricted Funds.** We discussed how best to manage and account for restricted funds, which have to be used for specific purposes. Can be set up by LEO through Xero. £180 donation from 'Workout and Stretch' to start Hardship Fund.  
**Invoicing.** Likely to be from mid-Jan as volunteer is awaiting 1 reference and DBS Check. Participant spreadsheet set up by KP, but needs to be updated by Coach/Organiser to identify credits for cancelled sessions. Access to the bank account feed on Xero will be required to verify payments.
4. **Covid – Omicron variant.** MC agreed that we should go-ahead with re-opening next week. In line with Government and RDA guidelines, self-isolation will be reduced from 14 days to 10 days. Masks **must** be worn inside the building.
5. **Carriage Driving.** Since going on Facebook, 9-10 have expressed interest, plus 2 from the Centre. Discussions continue around the logistics and feasibility of introducing carriage driving at the Centre. Trustee meeting to be set up w/c 10<sup>th</sup> January to discuss further.
6. **Centre Maintenance.**  
**Lights in Stable Block.** KP to discuss requirements with AB. Request quotes from local tradesmen. **Action: KP/AB.**  
**Asbestos Check.** Date TBD. **Action: PF/RW.**

## **7. CC and Horses.**

**Horses.** Decision to be made regarding Rio's trial at half-term. Long reining is helping.

**New Horse.** On loan. Should be arriving 'soon.'

Date of Next CC Meeting: Monday, 24<sup>th</sup> January 2022, 6.30pm by Teams.

## **8. Fundraising.**

**Buy-A-Brick.** Now 'live' so we can start promoting this to local businesses. Expect a slow start, Put in Bromham Broadsheet. **Action: AB.**

**Huntingdon Races.** Sunday, 6<sup>th</sup> March 2022

**Curry and Quiz Night.** Thursday, 24<sup>th</sup> March 2022. 7.00 for 7.30pm at Indian Summer, Tavistock Street. Restaurant can accommodate up to 25 Teams of 4-6 people. Check if venue has wheelchair access. **Action: VB.**

**Barn Dance.** Mid-May at Addison Centre, Kempston. **Action: RW.**

**School Hire.** AB reported that the 'Santa Paws' School hire was successful, with the Centre making around £350. He understands that the hirer may hire the Centre again in spring and summer, where they could also use the backfield/Sensory Garden. Food vendors need level ground on which to park; this caused a problem, with one vendor parking outside the main gate. AB suggested that we ought to have some photos. of the Sensory Garden, fields, etc. to advertise the Centre for hire. KP to arrange. It was thought that, if the Centre is hired out, there should be a trustee on-site at all times.

Date of Next FRG Meeting: Wednesday, 12<sup>th</sup> January 2022, 6.45pm at Audrey's. FRG to come up with definite dates to be added to the website calendar.

## **9. A.O.B.**

**Bedford Borough Licence.** VL reported that Bedford Borough Council had extended our Licence pending inspection date, and that our entry of the register of licensed organisations has been amended to show that renewal is 'in progress.' VL has been working through the licence conditions and has shared a document outlining what is needed or how we meet each one, and will continue working through this. Latest Pony Emergency Plan required as part of the documentation needed at the inspection. **Action:VL and KP**

**DBS Checks.** PF reported that volunteers are very slow completing DBS checks. Dates are now added to registers to alert Coach/Organiser that volunteers need to renew their DBS check. These are not required for volunteer under 16 years of age. VB to email PF with names of over 16's. AB suggested the Centre should consider doing DBS's online.

**Meeting closed at 8.10pm.**

**Date of Meeting with Waverley – Monday 10<sup>th</sup> January at 8pm by Teams (confirmed after meeting closed)**

**Date of Next Meeting: Monday, 17<sup>th</sup> January 2022 at 6.30pm by Teams – FINANCE**

**Date of Next Meeting: TBD.**