

ELISABETH CURTIS CENTRE, RIDING FOR THE DISABLED

Minutes of the Hundred and Thirty-Ninth Meeting of the Private Limited Company No 7302917

Management Committee Meeting

Monday, 1st August 2022, at 18.30, at Sackville House, Riseley.

Present – V Bradley (Chair), P Farr (Secretary), D Pay, S Armstrong

1. **Apologies for absence:** V Liston, K Palmer, A Barnes
2. **Minutes of the Last Meeting:** Approved. MC agreed that suggested 'Sheep Day' should be revisited in the future.

3. Financial Update

DP reported that the Centre now has sufficient funds to cover 1+ years. Accepted that our annual costs are covered thus: 1/3rd Riding Fees, 1/3rd Donations and 1/3rd Fundraising.

Donations – TU letters sent to all donors that send cheques, by PF. Donations made by BACS, etc. include name of donor, but no contact details. Therefore, donations cannot be acknowledged. Could there be a Reply Box, where donor can give contact details, if they wish? **Action: DP to contact KP.**

Fees Invoices – MC request that Claire Pendall provide a monthly report of which riders have not paid their invoice. Coach/Organiser must inform Claire if a rider pays cash or cheque, as Claire wouldn't know. **Action VB**

4. **A.G.M.** Is likely to take place in September as we need to have our accounts completed by Lucie and audited by KSK before papers can be issued.

Check status of membership renewals. **Action: SA/PF.** As Charles Little cannot continue auditing our accounts, we need to find new Auditor. DP agreed to approach an Auditor she thinks would take on this role. **Action DP**

In 2023, AGM should revert to second week in July.

MC agreed that the Centre should issue Diary dates in January for the coming year to include dates for events, AGM, Fundraising events, etc. A calendar should be located where volunteers can see when help is needed at events.

5. Coaching Committee

a Horses. Baby has joined the herd, and is settling in well. Lolly's condition improving slowly.

b Nationals. Riders and Muscadeu did very well. Thanks and well done to all that helped. TU cards for volunteers that participated, to be sent out by KP/GD.

c Waverley update. ECC approved for Carriage Driving, signed off by Eileen Cornish, National Carriage Driving Chair.

d August 8th – SA still waiting for final numbers, Paperwork sent, Risk Assessments complete. Regardless of numbers, event will go ahead as a 'pilot.'

Contact for final numbers – **Action: SA.** Certificates - **Action:CD.** Plans for the day - **Action: CD/SA.** Lunch for volunteers - **Action: CD arranged with Ann Rutter** (new volunteer). Paperwork and general assistance - **Action: PF.** Adequate number of volunteers for the event. TU cards for volunteers.

6. **Fundraising.** Next meeting, Tuesday, 2nd August. Chair: Nicola Avery.

Bromham Show, Sunday, 3rd July. Successful event, made £300.

Biddenham Show. Sunday, 11th September. Smaller Show than Bromham. At planning stage. Volunteers will be required.

2nd Curry and Quiz Night. On hold as restaurant has been sold. Hope that new owners will honour previous bookings. **Action: VB.**

Pictures for the School. Audrey has painted some, but need to be varnished/laminated. **Action: VB/SA.**

Tesco, Riverside. Collection outside store, Saturday, 10th December. Also apply for Tesco Blue Token scheme. Rota of volunteers needed to cover the day. **Action: VB.**

Talks on ECC/RDA. NA/? to do these. Enquiry from Inner Wheel, Olney.

Race Day, Huntington 2023. Action:VB.

7. Centre Maintenance & CCTV.

MC agreed that the key to moving forward is to create a Centre database containing details of staff, coaches, volunteers, and participants. We need all information on one spreadsheet. DP has produced the headings that can be added to, if necessary. To progress, MC agreed that adding the data to this spreadsheet should be undertaken by **one** person. SA volunteered to complete this task during August, provided it is approved that information can be taken off-site to allow SA to work at home. The GDPR form to be signed and SA must keep information in a securely-locked filing cabinet. **Action: DP/SA.**

Paper Records. - Contact RDA for rules on retention of old records. **Action: PF.**

***Post Meeting.** RDA confirmed records of adult volunteers that have left, should be kept three years. Records for minors to be retained for three years after their 18th birthday.

Office Equipment. Guillotine – to be donated. **Action: SA.** Shredder – cheaper version to be sourced. **Action: VB.** For large quantities, suggest we use ‘shredding service.’ **Action: SA.**

Newsletter – to be issued in September. ‘Pilot’ to be produced using new template.

Contributions for Newsletter required.

Action: for Pilot, SA/DP.

CCTV. Now installed. Dual purpose – Security and Safeguarding. Recordings retained for 30 days. Recording to be accessed if there is a problem. Safeguarding incident, only PF to view (with possibly a second Trustee). Security incident, two or three trustees. Concern that some volunteers may not want to be on CCTV for personal reasons. Letter to be given to all riders/carers/parents to explain about use of CCTV. **Action: VL.** Spare copies to be available from Organiser/Coach. Large notice to be displayed in the foyer informing visitors that the Centre is monitored by use of CCTV. Updated Privacy Notices produced by VL.

8. Facebook

MC felt that posts on Facebook should be scheduled, rather than random. Posts should be of interest and reach further, rather than constantly asking for donations. Facebook to up-dated during holidays with Celebratory news.

9. Ros’ and Eileen’s Legacies

After discussion, MC decided that we should purchase Cup or Trophies for:

Ros – Countryside Challenge. Eileen – Eileen Nash Trophy for Dressage.

Contact Eileen’s daughter for ideas, but suggestion that we purchase a Dressage Board (map of arena) to aid riders and info. for spectators, **Action: VL.**

Contact Ros' family re. Poles with hooks to attach letters, at rider's height.
Additionally, some equipment from CC list. **Action: SA.**

If any money is left over, investigate purchase of some 'Obstacles' for CC course
Action: VB.

Meeting closed at 21.05

**Date of Next Meeting: Management Committee, Monday, 5th September 2022
at 6.45pm Face2face meeting at Elisabeth Curtis Centre**