

## ELISABETH CURTIS CENTRE RIDING FOR THE DISABLED

### Minutes of the Hundred and Fourteenth Meeting of the Private Limited Company No 7302917 Management Committee Meeting

Thursday, 4<sup>th</sup> March 2021, continued on Tuesday, 9<sup>th</sup> March 2021, 6.30pm, by Teams

Present – V Liston (Chair), P Farr (Secretary), R Ward, K Palmer, Lucie Howard (LEO)

1. **Apologies for absence:** None
2. **Minutes of Last Meeting.** Approved.
3. **LEO.** VL invited Lucie Howard to attend this meeting to discuss how LEO can help us with various financial tasks. LH suggested that they could help with handling Rider's fees by sending invoices and receiving payments via Xero. Discussion followed regarding frequency of invoices (i.e. termly) and allowable flexibility. Noted that emails from LEO to 'hotmail' or 'gmail' accounts could end up in 'Spam' folder. Also discussed was how we handle donations and categorise according to source. **Action: MC to discuss.**  
It was suggested by LH that we could use a pre-paid Credit card for our purchases, rather than personal Credit/Debit cards. Investigate possibility of using 'Soldar.' that synchronises with Xero. **Action: LH/MC.**  
**Charity Commission.** Remove AB and add Trustees using form CHV1. **Action: VL.**  
**Banking Sheets.** LH requested copy of Banking Sheets. **Action: RW.**  
**Reports.** LH explained the Reports produced using Xero, and asked what we needed for everyday use and also for AGM. LH to customise Reports to our requirements.  
MC thanked LH for her attendance and help. **Lucie Howard left the meeting.**
4. **TEC.** Review Case Study for TEC re. Fire Alarms. **Action: All.**
5. **Centre Maintenance.**
  - Wasps in Hay Barn – Courtney called and removed 2 wasp nests from near the Gardening Shed. Courtney returned for Hay Barn, Friday, 5<sup>th</sup> March. **Action: RW.**
  - Further 50 bales of hay purchased. **Action: PF.**
  - DH Electrical coming Thursday, 18<sup>th</sup> March at 12.00pm to quote for replacement lights in the stables and additional external lighting. **Action: PF/RW.**
  - **Field Management.** David visited the Centre on Saturday, 6<sup>th</sup> March and advised on work he considered was needed. Other field management companies have not responded..
6. **Training.** Training records stored on Teams. First Aid course needs to be booked for Autumn. Possible £200 grant towards cost to be applied for. **Action: PF.** Training sessions available from RDA and informal meetings with Gaddeston and Cotswold arranged. **Action: KP.**
7. Checklist required to enable trustees to complete 'Return to work' after employee's off work due to sickness. **Action: VL.**
8. **Restarting Sessions.** MC agreed that exercising horses indoor or outdoor can commence week beginning March 22<sup>nd</sup> 2021. Only 3-4 AB riders to be on-site for each session. Gardeners can also return, working around AB riders and horses. **Action: RW/PF to contact Gardeners.** Face masks are available in office and must be worn indoors. Review in 3 weeks. **Action: MC.**  
Order more supplies of paper hand towels, toilet rolls and gloves. **Action: KP/VL.**
9. **Newsletter.** VL circulated contributions already received. KP has template for Newsletter on Teams. Fundraising report to be included. **Action: RW.**

10. **Fundraising.** It is proposed to hold an Open Day outside in August/September. There will be no pony rides, but we can explore opportunities for visitors to be able to meet the ponies – for example by using the starvation paddock for some ponies.

**Meeting closed at 8.00pm.**

**Date of Next meeting: Monday, 22<sup>nd</sup> March 2021 at 6.45pm by Teams**

**Next RC Meeting: Tuesday, 16<sup>th</sup> March 2021 at 6.30pm by Teams**