

ELISABETH CURTIS CENTRE RIDING FOR THE DISABLED
Minutes of the Hundred and Nineteenth Meeting of the Private Limited Company No 7302917
Management Committee Meeting

Thursday, 06th May 2021, at 6.30pm, by Teams

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

1. **Apologies for absence:** None
2. **Minutes of Last Meeting:** Approved.
3. **Updates from Action Tracker.**

VL updated her actions; and is working on requirements for Animal Licence. Pasture Management Plan and Isolation Plan have been drafted and are in the process of being updated in response to feedback on the drafts. VL updated Pony Register, adding Bobby's details.

Newsletter. To be issued shortly. RW submitted Fundraising Report for inclusion. All contributors to check their items and update, if necessary. KP to add short notice re. Reopening. **Action: VL.**

4. **Reopening Plans/Timescales.** Volunteer training going well with a total of 33 volunteers completed. .34 volunteers (mainly Tuesday & Thursday) outstanding and need to be contacted by phone. KP to provide spreadsheet with details of volunteers still to be contacted. **Action: RW/PF.**

First 'Meet and Greet' session planned for Saturday, 29/05/2021.

5. **Update from Coaching Committee.** No update.

Horses. Rupert now has access to a small area of grazing and has an additional supplement to support hoof growth and some anti-bacterial treatment for his hoof. Huggy has new inhaler (donated), but improvement not as much as hoped. Horses in Field 4, but will be moved to Field 1, when fallen branch is removed on Monday.

Poo-picking. Arranged for Sunday mornings for volunteers, starting 30/05/2021.

6. **Groom Cover.**

AG has tendered her resignation to VL, as of 26th May, as she is leaving the area. VL has acknowledged receipt of the resignation and is checking rules re.holiday pay. LEO to be notified. Position to be advertised, using previous advert. with possible update to hours, etc. Midnight Blue to be contacted re. regular cover until a new groom is found. It is hoped that volunteers may be able to undertake some jobs usually done by grooms, e.g. poo-picking. **Action: VL.**

7. **Finance & Grants.**

KP suggested setting up accounts with Screwfix, Amazon Business (consider whether Prime Business is of benefit to us) and Paypal. MC approved Screwfix and Amazon. Paypal still to be approved.

Debit card to be ordered from Barclays for regular payments. **Action: VL.**

VB – Trustee paperwork to be completed.

Rider's fees letter to be drafted and sent out. Fees to be reviewed Sept. **Action: PF/VL.**

8. **Fundraising.**

Suggested Plant Sale outside School end of May. Plants supplied by Caroline Bambridge, Suggestion of Table Top Sale, Teas or Coffee mornings.

RW to try out Virtual Race Night with MC.

Virtual Animal Show.

'200' Club.

Pub Quiz at 'White Horse.'

Action: RW.

Collection Box at Chandler's to be picked up and new one left.

Action: RW.

Approach 'Prince of Wales.'

FRG to arrange meeting shortly. PP and AC will take less-active role in FR. VB agreed to **become** member of FRG. This was welcomed by MC and FRG.

9. Centre Maintenance.

a) **Gate Post.** Sam Helliwell has been emailed.

Action: RW.

b) **Farm Serve.** Belt required for mower.

Action: RW.

c) **Branch in Field 1.** To be removed 8.30am, next Monday.

Action: RW.

d) **PAT Testing.** Overdue. One quote for £200 received. Two other recommended electricians to be contacted for quotes.

Action: RW.

e) **Moore's.** Skip urgently needs emptying. Moore's contacted but have not come yet. Agreed that Moore's should be phoned once more.

Action: RW.

f) **Fire Alarm Servicing.** 2 x per year. Now due.

Action: PF.

g) **Change to LED Lighting.** Grant would be required.

h) **Bike Racks in Car Park.** Funding required.

10 A.O.B.

Eileen Nash. Discussion on how to use money donated following Eileen's death to be discussed at next meeting. VL in contact with Eileen's daughter.

Elisabeth Curtis Centre website. Being worked on by KP.

COSHH sheets. PF added to file COSHH sheets for detergents, and cleaning products (purchased in supermarkets). Covid cleaning products need to be included. PF agreed to complete these if product names were available.

Action: PF.

Meeting closed at 8.00pm

Date of Next Meeting: Wednesday, 12th May 2021 at 6.30pm by Teams.