

**ELISABETH CURTIS CENTRE RIDING FOR THE DISABLED**  
**Minutes of the Hundred and Tenth Meeting of the Private Limited Company No 7302917**  
**Management Committee Meeting**  
Monday, 11<sup>th</sup> January 2021, 6.30pm, by Teams

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

1. **Apologies for absence:** None
2. **Minutes of Last Meeting.** Approved.
- 3, **Covid19 Update.** In view of the present lockdown and RDA recommendations, the Centre will remain close; we will review the situation again in February. New Covid variant very contagious.

In order to keep the Centre safe for visitors, volunteers and grooms, MC agreed that if more than one person is on-site, they should be asked to wear masks indoors as well as maintaining social distances. Where possible, we need to avoid booking contractors while grooms are on-site. Where people are on-site at the same time as either groom, we need to do all we can to avoid overlapping with both grooms, if this isn't possible, sanitizing of touchpoints to be completed before second groom arrives.

**Action: KP to contact GD/Grooms.** Bulletin to be produced and sent to riders and volunteers to provide an update on current position regard the Centre re-opening.

AB Riding. Although this is permitted inside or outdoors, MC agreed that this will not go ahead at the moment. When restarting AB riding, possibly prioritise horses most in need of being ridden to minimise number of riders on-site. **Action: MC. Review 18<sup>th</sup> January. Action: VL to contact GD.**

4. **Drains.** Dynorod cleared blocked drain on Saturday, 9<sup>th</sup> January. Camera revealed gaps and tree roots at drain pipe joints. Recommended that liner should be inserted into drain pipes (in warmer weather). Awaiting quote for work. Investigating whether the Centre or Anglian Water are responsible for drains. Also, whether our insurance covers this work. **Action: MC. Ongoing.** Make changes to Insurance lists of persons authorised to make changes to policies to all 4 x MC members, **Action: VL.**

5. **Action Lists.** VL to produce an actions list to include all outstanding actions, and their review dates, so we can track outstanding actions and reduce any overlaps or duplication. This list will sit alongside an ongoing roles and responsibilities list. Actions list to be shared prior to next MC meeting for review and feedback. **Action: VL.**

6. **Maintenance Jobs.**

**Tree Work.** Wednesday, 17<sup>th</sup> February. Neil happy to include any extra work. Request that he chips wood from our trees for our use. **Action: RW.**

**Electrical.** 2<sup>nd</sup> quote required for lights in stable block. Quote also required for additional lighting. **Action: KP to email RW extra lighting requirements. RW to contact Wady's.**

**Fencing.** Invoice not yet received from Sam Helliwell. RW contacted Sam.

7. **Field Maintenance.** KP suggested that we need to prioritise field maintenance this year as the fields are starting to suffer from the effects of recent weather conditions and the fact that it is some time since any significant work was done on the fields. The catching pens are muddy and need hardcore, obtainable from Moore's. The bottoms of the fields are muddy due to heavy rain. Fields need rolling and aerating. Contact contractors so work can be done at appropriate time. **Action: MC. Ongoing.**

8. **Fire Alarms.** TEC changed smoke alarms to heat alarms in stable block, as Farrier and steamer set off alarms.

9. **Fundraising.**

- **Collecting Boxes.** KP changed labels on Collecting boxes to include QR code for online donations. Old Collecting Boxes to be replaced with new ones, with the new labels.
- **Donations.** KP created different categories on Donation page of VirginMoney, so we know how much is collected from each activity.
- **2020 Event.** RW reported that FRG had come up with idea for online event. Using drawing, photograph or model to illustrate what 2020 means to entrants. Fee to take part and small prizes.
- **Recycle Print Cartridges.** KP to sign up for collecting used print cartridges at the Centre. £1 per cartridge paid.
- **FRG Report.** RW produced FRG Report which will be sent out with MC Minutes.
- **FRG Folder.** Separate folder on Teams
- **ECC Website.** KP in the process of updating website, fundraising pages have now been updated to include more fundraising opportunities.

#### **10. AOB**

- a KC met new Freelance groom who will be able to provide emergency cover.  
**Post meeting – freelance groom unwell so not able to cover – additional cover sourced, thanks to all for supporting with this.**
- b Tap covers required for outside taps.

**Meeting closed 7.45pm.**

**Date of Next Meeting: Monday, 18<sup>th</sup> January 2021 at 6.30pm by Teams.**