

ELISABETH CURTIS CENTRE RIDING FOR THE DISABLED
Minutes of the Hundred and Eighteenth Meeting of the Private Limited Company No 7302917
Management Committee Meeting
Monday, 19th April 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 & Meeting Agenda:**

No update available. Future MC Agendas will be issued by PF; MC to inform PF if they have items to be added. **Action: PF.**

4. **Walk Through (Saturday, 17th April, 10am – 12.30pm.)**

A walk through attended by all MC and CC took place. It included Covid cleaning procedures in the School and stables, Fire Alarm System/Evacuation and details of Volunteer training courses. Thanks to KP and GD for their hard work arranging this. 'Meet & Greet' provisionally planned to start Monday, 24th May,

5. **Volunteer Training.**

All volunteers wishing to return must complete Mandatory training sessions. Training dates arranged for May 1st, 4th, 8th, 10th, 12th, 18th, 19th. Volunteers to be asked to sign up for a session. Those without email addressed will be contacted by phone. * Short courses are scheduled on May 8th, 10th and 18th, those attending short courses are required to complete additional e-learning. Further dates will be arranged as required.

6. **Miscellaneous Items to be Purchased.**

- Washing bags to fit bins for used cloths. VL to arrange hand-made version.
- Flip Chart Paper. Pens, Post-it notes available for use.
- Hand Towels, Toilet Rolls, Gloves. Ordered by KP.
- Trigger heads for spray containers. Pump bottles.
- Head collars, Lead reins, Hat Liners. Check what is left from donation for hats and consider purchasing additional adjustable hats – 1 of each size.
- Grab Rail for front entrance for steadying while disinfecting footwear in bucket.

7. **A.O.B.**

a) **Trustee.** VB to complete documentation to become Trustee, register with Charities Commission and Bank Signatory.

b) **Possible additional Trustee.** VB shared details of someone who is interested in volunteering at the Centre and may also be interested in becoming a trustee.

c) KP to hand over New Volunteers List and info. to VB.

d) Tractor Service needed ASAP. **Action: RW to contact Farmserve.**

e) PAT testing overdue, Contact electrical contractors. **Action: RW/PF.**

f) Collection tins from Box End Feeds, and two from VB. **Action: RW.**

g) Bromham PC AGM to be held Wednesday, 5th May by Zoom. RW/PF sent report for AGM and agreed to attend. * Date subsequently changed.

Meeting closed at 8.00pm.

Date of Next meeting: Thursday, 6th May 2021 at 6.30pm by Teams.

VL to check with RDA whether we hold a face2face MC meeting.