

**ELISABETH CURTIS CENTRE RIDING FOR THE DISABLED**  
**Minutes of the Hundred and Twelfth Meeting of the Private Limited Company No 7302917**  
**Management Committee Meeting**  
Thursday, 28<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. **Grants.** VL reported that our grant application to CAF has been unsuccessful. MC to look for alternatives.
4. **Riding Fees.** After discussion, it was decided that fees for riding or non-riding sessions would be the same, £10 per session, an increase of £2 from pre-Covid fees. All rides would be 30 minutes duration as this will allow for the additional cleaning and sanitizing of tack etc between rides. **Action: KP to inform GD of changes to session lengths.** Fees for School sessions will increase £1 to £8 per pupil. Private lessons will remain at £20. In addition, the quiet corner/1:1 pony sessions will be £5 for a 15 minute session. Fees will need to be reviewed again in January 2022 once we have a better understanding of rider uptake and how many rides/sessions we are able to offer moving forward. **Action: MC. Ongoing.**
5. **Groom Cover.** VL updated the meeting on the information and quote received from Midnight Blue Equestrian. It was agreed that we would use Midnight Blue Equestrian for all groom leave cover, subject to their availability. KC's dates to be sent over and AG to be reminded to submit dates as a priority. **Action: VL/KP to contact AG.** Midnight Blue Equestrian will also provide Emergency call-out cover. VL and KP to work with Midnight Blue to ensure they have all the relevant information they need and to ensure arrangements in place for track and trace and any safeguarding arrangements. **Action: PF to arrange Jockey Door key. Action: VL and KP. Ongoing.**
6. **Groom's Training and Monthly 1:1s.** MC agreed to increase our grooms hours by 2 hours each per month, this allows for 1 hour per month to undertake training, e.g. Safeguarding, Manual Handling, First Aid, etc, and 1 hour per month for their 1:1s. Training records required for Licence. **Action: VL/KP.**
7. **AB Riding.** Reviewed and agreed to remain suspended for the moment, we hope to be in a position to restart later in the month. If schools do re-open on the 8<sup>th</sup> March, it is possible that we may be in a position to start inviting riders back to the Centre for the start of the Summer term, subject to the regulations and restrictions in place at that time.
8. **Field Maintenance.** RW contacted 'David' (Field Maintenance) who has agreed to walk our fields and offer advice, free of charge. Date TBD. Sat/Sun. Contact J. Morgan-Pell. **Action: KP.**
9. **Drains.** Anglian Water visited the Centre on 25<sup>th</sup> January. Checked drainpipe under Chestnut Avenue, confirmed it is clear and undamaged, and AW's responsibility. Checked drainpipe from drain to the Centre building and identified tree roots which would cause blockage. Remedial work will be required. Confirmed that this drainpipe is ECC responsibility. Findings and recommendations were discussed with RW/PF. **Action: MC. To be discussed at later meeting.**
10. **Charity Commission.** VL submitted Annual Trustee Report to Charity Commission
11. **Maintenance Jobs.**
  - Electrical.** 2<sup>nd</sup> quote required for lights in stable block. Quote also required for additional lighting as proposed by KP. **Action: RW to contact Wady's.**
  - Fencing.** Invoice not yet received from Sam Helliwell. RW contacted Sam.

**Tractor Service.** Due Feb/March.

**12. AOB**

- a Devote time at later MC to discuss fundraising and communication products moving forward. KP has started work on a tracker so we can plan in our ideas and track progress on them.
- b Scan in our land drawings for reference when discussing drainage.
- c Task List in Teams; review and update.
- d Website. KP has been continuing to work on updating the website and it looks like we will be able to add a secure area to the site to host training products for use by volunteers.

**Meeting closed at 7.45pm.**

**Date of Next Meeting: Thursday, 11<sup>th</sup> February 2021 at 6.30pm by Teams.**

**RC, Monday, 8<sup>th</sup> February 2021 at 6.30pm by Teams (for reference only)**