

## ELISABETH CURTIS CENTRE RIDING FOR THE DISABLED

Minutes of the Hundred and Twenty-Seventh Meeting of the Private Limited Company No 7302917

### Management Committee Meeting

Thursday, 21<sup>st</sup> October 2021, at 6.30pm, by Teams

Present – V Liston (Chair), R Ward, K Palmer, V Bradley, A Barnes. Meeting chaired by K Palmer, minutes taken by V Liston

- 1. Apologies for absence:** S. Armstrong, P Farr (Secretary), D Pay.
- 2. Minutes of Last Meeting:** Approved.
- 3. Finance.** Plan to invoice fees centrally deferred until 2022, as all sessions are not operating yet, and we need time to gather the required information together in order to set up the invoices correctly. A parent of one of our participants has offered to support with invoicing, as they use Xero for invoicing as part of their job. Agreed to take them up on this offer, they will need to complete a volunteer application form and relevant checks. **Action: KP and VB**

Gift Aid from previous financial year to be claimed. Approx. £900.

**Action: VL.**

Deficit for current financial year, approx. £12K

Leo are looking at our telephone and internet bills to see if they can source us a better deal. Agreed to set up a separate meeting to discuss and review our ongoing expenditure.

Agreed that it would be worth holding a further session with Lucie from Leo and MC members, and an additional session with DP and Lucie.

Grants. AB has submitted our application for a grant from 'St. James Place Wealth Management'. Suggested that we could look at money saving projects to use for further grant applications.

Fundraising stall outside the Centre is going well.

#### **4. CC and Horses.**

Dressage event being held at the Centre on Sunday 12<sup>th</sup> December. Bookings and arrangements to be completed digitally. SA to judge, VB to write.

In the process of arranging coaching cover for Thursday morning session.

Tuesday morning participants are being moved to other sessions as it has not been possible to arrange coaching cover for this session. VL to draft letter to update and thank Tuesday morning volunteers.

**Action: VL**

As some sessions are short of volunteers, we need to start advertising for volunteers.

**Action: KP**

Horses. Rio has come on trial. Ellie has been happily retired to her breeder. Awaiting reply from Horse Trust regarding alternative organisations to contact regarding retiring Huggy, to see if we can find a space earlier than March. We are able to continue covering his upkeep until he moves to a retirement home. VB to contact Bransby to see if they would have capacity to take Huggy.

**Action: VB.**

- 5. Centre Maintenance.** Lights at Feed Room end of Stable Block to be replaced. List of requirements needed. (KP). Three quotes to be obtained from D. Waby (VB), the electrician that did PAT testing (RW) and electrician known to AB.

RW/PF to do visual asbestos check in next few weeks.

Thanks to DT for replacing toilet seat and he will also replace the lock on the disabled toilet door.

Our thanks also to the members of the Rotary Group for their work in the garden. They are planning a further visit.

AB to undertake a site review and document all outstanding maintenance jobs and plans.  
Contractor coming to look at land drains in preparation for jet-washing.

## **6. Fundraising.**

Autumn Fair went very well, our thanks to everyone who contributed to such a successful day.

Tack Sale. Sunday, 24<sup>th</sup> October. Details have been widely shared on Facebook. VL and LO have been working to sort and prepare the donated tack. FRG supporting with refreshments and fundraising stall.

School hire for dog show on 28<sup>th</sup> November – agreed to go ahead with this and agreed with proposed charges. AB to liaise with organizer. Need to ensure they have their own public liability insurance. Agreed that it is important to make sure our logos etc are visible and that our fundraising activities are promoted on the day where possible. ECC will have a stall if there is someone available. RW to liaise with FRG. **Action: RW and AB**

Indian Summer, Quiz and Curry Night. Looking at either a Wednesday or Thursday evening in Feb/March 2022. FRG to set date and liaise with quiz writer. **Action: VB.**

Buy a Brick. AB to make Foamex board with 'bricks' for sponsorship. Proposal to be discussed at net meeting.

Volunteer Christmas dinner provisionally booked for Thursday 9<sup>th</sup> December

Christmas Coffee Morning Sunday 5<sup>th</sup> December 10.30 -12.30

Christmas tree festival – a tree has been bought on behalf of the Centre, suggested that participants could colour in baubles for the tree.

Next FRG meeting, Tuesday, 28<sup>th</sup> October.

Meeting closed at 8.05pm.

Next meeting Monday 29<sup>th</sup> November 6.30pm via Teams