

**ELISABETH CURTIS CENTRE RIDING FOR THE DISABLED**  
**Minutes of the Hundred and Twentieth Meeting of the Private Limited Company No 7302917**  
**Management Committee Meeting**  
Monday, 24<sup>th</sup> May 2021, at 6.30pm, by Teams

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

1. **Apologies for absence:** None

2. **Minutes of Last Meeting:** Approved.

3. **Introduction – Debbie Pay (Prospective Treasurer)**

VL introduced Debbie Pay who VB had approached re. Treasurer vacancy. DP will require Volunteer Application Form and DBS check.

4. **Treasurer Role/Finance**

VL outlined our present arrangements, with LEO Bookkeeper providing payroll and book-keeping. Receipts sent to Xero. RW pays cheques and cash into Barclays and sends Balance Sheet to Leo. We would welcome DP's support with budgeting and long term planning for major expenses.

Discussion held around potential future projects and maintenance work.

Discussion followed re. AG leaving. Last working session Tuesday 24<sup>th</sup> May. Keys to be handed back to Centre. **Action: VB.**

Midnight Blue to provide groom cover in the short-term. Discussion with MB. **Action: VL.**

5. **Updates from Action Tracker.**

**New Volunteers Applications.** Looks positive. Responsibility taken on by **VB.**

**Newsletter.** In draft form, some updates required. **Action: VL.**

**Centre Emails.** **Action: KB.**

**Council Licence.** Extended to 30<sup>th</sup> June. Paperwork in progress in preparation for licence inspection. **Action: VL.**

6. **Reopening Plans/Timescales.**

25 participants have booked half hour 'Meet and Greet' sessions that includes participant assessment. Participantss to be given Participant Application form to update details, Fees letter and t & c's. Four volunteers to be in attendance (2 in stables, 1 with horse, 1 making notes for coach). MC discussed the current position regarding Covid-19 in Bedford, but felt that given the precautions and procedures that have been put in place, we were happy to continue with the planned 'Meet and Greet' sessions.

3 volunteers have agreed to help with gardening on Wednesday afternoons.

Poo picking – starts Sunday, 30<sup>th</sup> May for 4 weeks, 10.30am – 12 pm, thereafter less frequently. For Insurance cover, must have Trustee on-site. **Action: MC.**

7. **Essential Centre Maintenance.**

a) **Gate Post.** Sam contacted. VB suggested alternative contact if Sam wasn't available **Action: RW.**

\*Post meeting, Completed 26/05/2021

b) **Farm Serve.** Welding required on mower. **Action: RW.**

\*Post meeting. Complete. Quote for new blades.

c) **PAT Testing.** Completed. 17/05/2021. **Action: RW.**

d) **Fire Alarm Servicing.** 2 x per year. Now due. **Action: PF.**

e) **Sycamore Saplings on bank behind Stable Exit.** Gardeners not able to undertake this task given the location and size of the saplings. VB/GB to assess 29/05/2021. CB mowed grass area behind stables.

f) **Water Trough.** Replace as valve has failed. Cost - £40-£50. **Action: KP.**

## 8. **Fundraising.**

'**200 Club**' – look into whether our licence covers this.

FRG held short meeting to discuss further activities that we should be able to hold as Covid restrictions are eased. Future meetings either Zoom or face2face.

**Open Day/Fair.** Decided on date – **Sunday, 3<sup>rd</sup> October.** We have a great deal of fundraising items to sell or use as tombola prizes.

**Table Top Sale** – We have a substantial amount of donated tack that needs to be sorted and any items we are not able to use ourselves can be sold to raise funds for the Centre. Could also sell some of our FR stock and also arrange a tombola. Date:TBA.

## 9. **A.O.B.**

Look for new locations for Collection boxes.

**Meeting closed at 8.00pm**

**Date of Next Meeting: Wednesday, 9<sup>th</sup> June 2021 at 6.30pm by Teams.**