

ELISABETH CURTIS CENTRE, RIDING FOR THE DISABLED

Minutes of the Hundred and Thirty-Eighth Meeting of the Private Limited Company No 7302917

Management Committee Meeting

Monday, 4th July 2022, at 18.45, at Elisabeth Curtis Centre

Present – V Liston (Chair), P Farr (Secretary), K Palmer, V Bradley, A Barnes

1. **Apologies for absence:** D Pay, S Armstrong

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

3. **Financial Update**

KP reported that we have approx. £20K in the current account and £58K in Reserve fund.

A potential new pony, Baby, has come on trial, he is being offered on long-term loan. We are also looking at a potential ride and drive pony, who is being sold by a trekking centre in Wales. Waverley would pay half the cost of any dual-purpose horse. ECC has £4K in its 'horse purchase' fund, from Mrs. Dicker. This will be increased by the addition of Mrs. Dicker's latest donation of £3K, and we have an offer of additional funds to assist with the cost of purchasing new equines.

We agreed to look at applying for grants to enable us to employ a Centre Manager, this is to be discussed further at future meetings as we need to compile a list of the tasks that we think would be undertaken by a Centre Manager to assess the potential salary and additional costs.

Once annual accounts available, applications to be made to Lloyds and 'Pets at Home for their grant schemes.

Contact Sally Henrikson re. M & J insignia to go on sponsored stable door. **Action: PF.**

4. **A.G.M.** Is likely to take place in September as we need to have our accounts completed and audited before papers can be issued. As Charles Little is incapacitated, we need to find alternative Auditor. Contact KSK and Steve Monico. **Action: PF.** Trustee Report. **Action: VL.** Check status of membership renewals. **Action: VL to contact SA.** VL/KP in contact with LEO.

5. **Trustee Communication**

MC discussed how communication could be improved amongst Trustees, especially when a reply is required. It was agreed that the email-sender should include the header **FYI** (if reply isn't necessary) or **Action** (if a reply/decision is required).

6. **Licensing Inspection / Lottery**

VL still awaiting full list of actions required from the Council, but has shared her notes with MC. Work has started on some points; It was decided to separate PPE from the Risk Assessments. There will be no charge for re-visit of vet, but there may be a charge for the Council aspect of the visit. TU to VL and GD for their great efforts in preparation for the inspection.

VL informed the meeting that, if required, the file is in the Tuesday pm tray in the office.

KP reported that Carriage Driving is a non-licensed activity.

Lottery

VL, AB – Promoters

PF, KP – Authorised signatories

VB – signed to confirm above are trustees.

7. Coaching Committee update

Horses. 'Horsesearchers' has found and agreed to have 'Baby' on loan. 15.1h and are looking at 'Elvis,' a ride and drive horse. TU to 'Horsesearchers. – **Post meeting** – decided not to proceed with Elvis

Nationals. 2 riders and Muscadeu. J. Peverill to transport Muscadeu. Donations received towards costs. All equipment is ok. Numnah to be purchased using a discount voucher. Riders to each contribute £110 (includes entry fees). Any surplus money from the donations towards the costs to be moved to Restricted Funds for future years.

Purchase in Memory of Ros from sale of Rocking Horse – to be discussed at next meeting. The money should be used to purchase a specific item. CC has list of equipment required.

Summer Riding Activity. - Monday, 8th August. Plan/cost formulated by CD/SA/ PF. 3 sessions planned over the day. All volunteers invited to help by CD. Email addresses held at the Centre need updating as some volunteers didn't receive details.

Carriage Driving. ECC passed as suitable venue. Base for ISO container to be prepared by MBE. Any surplus hardcore to go in catching pen. CD volunteers need to complete RDA Application Form (unless already volunteering at ECC). Grooms will require ATV training. Actions progressing.

SA sheep on-site. SA offered to bring her sheep to link with pony sessions. After a discussion, it was felt that we didn't want to proceed with this activity.

Training Discussed options for non-ridden activities and that once funds are available, EFL training would be the best way forward.

Activity Leader Role – to be investigated as an option for expanding our services.

8. Fundraising

New FRG members – Sally Taylor, Wendy Lampert. Welcome!

Tesco Collection at store, **Saturday, 10th December.** Volunteers needed. Registered for Blue Token Scheme. Both arranged by VB. Check if Licence is required for Collection. **Action: PF.**

Budgeons / Co-Op Bromham store closing for alterations.

2nd Quiz / Curry night – VB reported that 'Indian Summer' is changing hands, but hopes that new owners will honour prior bookings.

HMRC Gift Aid – VL following up with HMRC as change of officials form needs to be actioned by HMRC before gift aid claims can be re-submitted.

Go Fund Me Required for sponsorship by Alannah Guy and Chris half-marathon.

9. AOB

ECC Membership. Members need to have paid subscription before AGM, in order to vote. **Action: SA.**

ECC Leaflets Tony Pay is designing a new ECC leaflet. In the interim period, it was decided to use RDA material and add a sticker giving ECC details.

Cleaning It was decided to investigate the cost of cleaning office, foyer and toilets as it isn't feasible for volunteers to support with cleaning on a regular basis. Suggestion – initial deep clean, then 2 hours per week. **Action: KP.**

Circular Ride Bromham Conservation Group to be approached for help?

CCTV – agreed to proceed with quote provided by TEC, majority of the cost funded by a grant award.

Purchases – agreed to purchase an additional phone for yard and a replacement heavy duty padlock.

Meeting closed at 21.20.

Date of Next Meeting: Management Committee, Monday, 1st August 2022 at 6.45pm
Face2face meeting at Elisabeth Curtis Centre