

## **ECWA Minutes 15th May 2017**

**Present:** Peter Martin, Mick Walsh, Nikki Walker, William Castledine, Brenda Gleadle and Marion Martin.

**Apologies:** Trevor Brown.

**Minutes of Previous Meeting:** All confirmed that they had been received and read.

**Matters Arising:** It was agreed that these would be addressed a future meeting.

**Accounts:** MM advised the following:

- Handover of both current and historic accounts from Tracy Hall to Marion Martin was done on 7.4.17
- Historic account records are now in storage at the hall
- TH is providing ongoing accounting support to MM during this period of transition
- 2015-2016 Draft Accounts have been received by TH from the Accountants. These show a trading deficit of £641 for that year, and as a result funds had to be transferred from the savings account to cover the loss.
- Finalised accounts for 2015-2016 are expected soon and TH will go through these with MM.
- 2015-2016 Account Records have been collected by MM from the Accountants and appreciation for their support and service has been expressed on behalf of E.C.W.A.
- HSBC have been notified of a change in the key person for the bank accounts from TH to MM. Awaiting confirmation that this has been accepted.
- Current position: Savings Account, last statement 21.4.17 shows balance of £5078.26. Current Account, last statement 1.5.17 balance of £339.75 ( which does not include deposit made on 11.5.17 of £230.50). Petty Cash, £10.34 available.
- Monies Outstanding - Post Office owe £120, NLC owe £17.50 and invoice has been issued for this amount. Monies to be Paid- Yorkshire Water £7.35, gifts/honorarys.
- From handover discussions TH recommends that all income and expenses go through the bank/petty cash to ensure that there is a clear audit trail for the Accountants. In addition where equipment is borrowed from the hall that a "donation" of £20 deposit plus £2 per table and 50p a chair is recommended.

**MW: to pass invoice to Post Office staff for March/April hire.**

Discussion held on use of Invoice/Receipt Book. All agreed Book should be stored in kitchen drawer and to be completed by any member of E.C.W.A accepting payment for the hire. Having completed it, top copy to be given to the hirer, one copy and the money to go to MM, remaining copy to stay in the book.

**NW to put Invoice/Receipt Book into hall kitchen drawer.**

Query raised as to whether invoice needed for Gardening club as payment is made through BACS, **MM to check with TH.** Discussion held on cheque signatories. All agreed to be MM, MW and NW. **MM to action.**

**Roles:** Discussion held on current roles. PM, MM, MW, NW and TB to remain on Committee and be Trustees. BG and WC requested to stay on Committee but to come off

as Trustees. MM advised that post holders can only hold one post at a time, e.g. Secretary or Treasurer. **MM to notify Charity Commission and update records.**

All agreed to offer local residents opportunity to join E.C.W.A and become involved.

**PM to issue Face book invitation.**

**Events:**

MM advised colleagues on Lincs Lotto and all agreed more info required. **MM to contact NLC about Lincs Lotto launch event.**

Election Day 8<sup>th</sup> June - **MM agreed to open hall at 6.30am. NWor MW to close up after 10pm.**

Summer Boogie Night- MW passed artwork over from Jill. Advised that Paul Fillingham of Gardening Club will be spraying weeds outside hall in next couple of days.

**WC to create website/FB advert and poster. PM to copy supplies of poster and MW to deliver to residents.**

**PM to make another promotional blackboard and NW to do blackboard artwork and decorate hall. BG to ask school for unused promotional banners and NW to customise for hall.**

**NW to set up lights, music equipment, tables, chairs with support from MW and TB on evening of 15/16<sup>th</sup> June. MW and TB to clear patio weeds.**

**MW to ask JW to purchase 3 main raffle prizes up to £30. All colleagues to look out for and purchase 1970s themed entry prizes. PM to purchase crisps and nibbles.**

**PM, MM, MW, NW, BG TB all available on June 17<sup>th</sup>. BG to run raffle on night.**

Quiz Night- MM explained that she had tried to contact Beryl Furnell but without success, suggestion made to contact PW via What's App. **MM to do so.**

**Funding:** PM advised still awaiting result of grant application. Advised Isle based groups can apply for funding from [leesa@prideoftheisle.co.uk](mailto:leesa@prideoftheisle.co.uk). Also advised Eastoft residents can write a letter for grants of up to £250 from Eastoft Parish Council to hold events for local residents.

**Next Meeting: Tuesday 20<sup>th</sup> June 2017 at 7.30pm at Eastoft Village Hall.**