

Trustee meeting minutes

11/01/2024

Attendees: Anne Bickmore, Kevin Mayers, Val Caswell

- Committee changes:

At the Trustee meeting 20/1/22 it was agreed that all committee members must attend a minimum of 3 meetings each year to know what was happening and to be able to make informed decisions around the charity.

Sue resigned due to personal reasons.

Are current committee members are:

Anne – Chair & Trustee

Kevin – IT Liaison & Trustee

Val – Treasurer, Hamper lead & Trustee

Angela – Secretary, Governance, PCS Liaison

Marion – Solstice Lead

Maz – Panto and day out lead

We would still like to appoint Fundraising & Publicity roles.

- Angela on reviewing the policies had questions which the trustees covered off in today's meeting:

Do you set aside a reserve amount - or do we have a contingency fund.? No funds in the account are used for trips and treats and if depleted no trips are planned.

Do you and Anne make an annual plan for expenditure - or do the trustees do that as a group? Expenditure and potential trips are discussed at committee meetings.

How often do the trustees meet - are there minutes of the meetings? We meet annually and minutes are maintained.

Can trustees/ volunteers etc claim expenses? Is there a policy for that? We do not currently have a policy for expenses.

Do the trustees discuss sustainability - or what to do if donations dry up. Do they ever discuss what happens to the funds in the event of the charity folding for some reason. We discussed sustainability and if the charity were to fold the trustees would establish how to distribute any outstanding balances.

How are Trustees appointed? They are invited by existing trustees.

What documents are new Trustees given? No documents are given but guidance to understand role through the Charities commission website.

- It was agreed through discussion to invite existing committee members to become Trustees and this will be raised at our next committee meeting planned for 20 January. We also felt that it was important to continue the Bickmore name and Anne will invite family members to become trustees.
- Anne shared the constitution had been reviewed.
- We discussed GDPR data policy and will raise this at committee to understand the requirement of personal details for some events.
- We discussed the possibility of a funded role of Admin Asst to drive the charity forward and would like to pursue this idea further looking into grants that may be available. It was suggested this role would include: ownership of shared drive, fundraising applications, IT management, correspondence, volunteer liaison to name but a few.
- We will look to apply for IT funding through the National lottery once again.

Action Anne to share minutes with all committee members.



THE ABC FUND

1107960

Receipts and payments accounts

For the period
from

1 April 2023

To

31 March 2024

Section A Receipts and payments

| | Unrestricted funds £ | Restricted funds £ | Endowment funds £ | Total funds £ | Last year £ |
|---------------------------------|----------------------------|--------------------------|-------------------------|------------------|----------------|
| Receipts | | | | | |
| Donations/fund raising | 30369 | | - | | 12588.36 |
| Eastbourne Lottery | 271 | | | | 383.5 |
| Smile Amazon | | | | | 19.49 |
| Abseil | | | | | 5267.59 |
| Solstice | | | | | 3331.22 |
| Colour run | 709.14 | | | | |
| | | - | - | | |
| | | - | - | | |
| Total receipts | 31,349 | - | | | 21,590 |
| Payments | | | | | |
| Costs | 57 | - | - | | 16.5 |
| Abseil | | | | | 1,481 |
| Pantomime outing | 8,775 | - | - | | 8727 |
| Trips & Treats | 12,058 | - | - | | 4918.51 |
| Christmas hampers | 4,516 | - | - | | 3226.69 |
| Book project | 2,356 | | - | | |
| Solstice | | - | - | | 356.65 |
| Insurance / raffle licence | | - | - | | 353.11 |
| Cards / Stationery / stamps etc | 144 | - | - | | 40.36 |
| Leaflets | 70 | | | | |
| Colour run | 609 | | | | |
| Total payments | 28585 | - | - | | 19119.62 |
| | | 0 | 0 | | |
| Cash funds last year end | 31,604 | - | - | | 29,133 |
| Cash funds this year end | 34,368 | - | - | | 31,604 |

| Categories | Details | Unrestricted funds £ | Restricted funds £ | Endowment funds £ |
|--------------------------------------|-------------------------|-------------------------|-----------------------|----------------------|
| B1 Cash funds | Cash at bank | 34218 | - | - |
| | Cash in hand | 150 | - | - |
| | Total cash funds | | - | - |
| | | | OK | OK |
| Signed on behalf of all the trustees | Signature | Print Name | | Date of approval |
| | | Anne Bickmore | | |
| | | Valerie Caswell | | |

Alexandra Page
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The Trustees
ABC Fund
Registered Charity No 1107960

I Alexandra Page have completed an independent examination of the accounts for the ABC fund. I have many years financial experience having worked for Lloyd Banking Group for 37 years as a Senior Analyst until my retirement in April 2024.

I report to the trustees on my examination of the accounts for ABC Fund for the year ended 31 / 03 / 2024.

I have completed my examination and I confirm that no material matters have come to my attention in connection with the examination which gives me cause for concern.

The accounting records were kept accurately and the report is an accurate reflection of the years accounts.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Yours faithfully,



Alexandra Page.

22nd August 2024