

Leanne's Gift: Registered Charity no: 1,159,925

Minutes of meeting: AGM 05th January 2020

Present: ZD, PD, HD, LD, CP

Apologies:

1. Confirmed minutes of the last official meeting (7th July 2019)
 - Confirmed Christmas party event was cancelled due to lack of support.
 - CP to write a letter to the council to request that Leanne's Gift be put forward as a nominee for a chosen charity to support.
 - Confirmed that CP has set up a database for companies that donated raffle prizes.
 - HD to contact JH to obtain details and passwords for the webpage, info@ email address and Instagram account.
 - Non-official meetings were held on 6th October, 3rd November and 8th December to only discuss arrangements for Christmas Party which was subsequently cancelled.

2. AGM

- Accounts – Accounts for 2019 is showing a profit of £2244.28. Opening balance of 2019 was £27652.08 and closing balance of 2019 is £29896.36.
- ZD to send annual return to charity commission.
- HD to update charity commission page.

RE- APPOINTMENT OF TRUSTEES –

- Mr Luke Dinsdale re-appointed for a Sixth period of 1 year.
- Mrs Zoe Davies re-appointed for a Fifth period of 1 year.
- Miss Charlotte Pomeroy re-appointed for a second period of 1 year.

NEW TRUSTEES -

- No new trustees came forward to be appointed for this period.

ROLES

- Mr Luke Dinsdale voted in as CHAIR
- Mrs Zoe Davies voted in as TREASURER
- Miss Charlotte Pomeroy voted in as SECRETARY
- CP to take on all roles involved with communications, webpage, social media (Instagram) (HD Facebook)
- ZD to be in charge of donations, raffle prizes, any financial business

- LD to be initial point of contact for payments to new families and any formal matters arising.
- CP to added to the email account, and handle any emails received to info@leannesgift.co.uk

CONSTITUTION

- LD to make alteration to the current constitution by completing the 3 main trustees as LD Chair, ZD treasurer and CP secretary.

3. AOB

- 2020 - Agreed that the focus for this year will be on marketing rather than fundraising. Encouragement of others to fundraise on our behalf.
- RAFFLE PRIZES - Raffle prizes that were unused from the Christmas Party event are planned to be used on the 17th January 2020 at the Woodman, Parkend. ZD to contact Jane Jones to make arrangements. Enquire as to whether tickets can be sold at the venue prior to the event. Could Leanne's Gift Banner be displayed for advertising? A list of raffle prizes to be printed off to be displayed.
- MERCHANDISE - For promotion of Leanne's Gift, merchandise will be required to be purchased. Ideas such as pens, Fluorescent bands, keyrings, badges etc. Contact to be made with Rotary Club to request funding for advertising flags.
- EMAIL / WEBSITE - HD to contact JH for all correspondence to webpage, email and social media.
- PROMOTION - Suggestions to attend Coleford Music Festival, Speech House Fireworks and similar events to promote Leanne's Gift.
- DONATIONS - Donation has been received from Forest of Dean Crematorium for the sum of £1000.00, CP to write a thank you letter to Hannah Giles (Forest of Dean Crematorium manager). PayPal giving fund have also donated £5.00
- ROAD SAFETY - LD to attempt to make contact with Five Acres High again and suggest that Leanne's Gift attend the school to deliver a presentation. Roadshow dates for 2020 are, 11th February, 11th March, 13th March and 5th May.
- LETTERS - CP to send letters to previous trustees thanking them for their work and commitment to the charity. Letters to be sent informing all raffle donators that the raffle prizes supplied for the

Christmas Party will now be used on the 17th January at the Woodman, Parkend.

- AGENDA – CP to prepare an Agenda for each month and send out to all trustees prior to meetings.

Close of meeting 11.35am

Next meeting to be held on Sunday 2nd February 2019 at Bells Hotel @ 10.00 am.

Opening Balance January 1st 2020 £29896.36
Closing Balance December 31st 2020 £31648.09

Month	Income	Expenditure
January	Lydbrook Shop £20.64 Cameron's Butchers £36.14 The Woodman £32.03 FOD Crematorium £1000.00 PayPal just giving £5.00 Woodman Raffle £450.00	
Total	£1543.81	£0
February	Donation £26.02 Forge Hammer £40.10	
Total	£66.12	£0
March		
Total	£0	£0
April		
Total	£0	£0
May		
Total	£0	£0
June		
Total	£0	£0
July		FODDC £20.00
Total	£0	£20.00
August		
Total	£0	£0
September	Woodman Inn £10.50 Lydbrook Shop £8.26 Cameron's Butchers £81.04	

Opening Balance January 1st 2020 £29896.36
 Closing Balance December 31st 2020 £31648.09

Total	£99.80	£0
October	Donation £62.00	
Total	£62.00	£0
November		
Total	£0	£0
December		
Total	£0	£0
Grand Total for year end 2019	£1771.73	£20.00
Total Profit for year	£1751.73	