

St Bede Community Project

First AGM

Minutes 22nd May 2018

Present: Jean Bramham, Jennifer Bradshaw, Susan Graham, Steve Elstob, Nina Mordecai, Angela Gibson, Michelle Sewell

1. Apologies: Doris McKnight, Susan Ord, Babs Mould, Dianne Laybourne, Edith Devlin
2. Election of Trustees: All present were willing to stand as trustees as were those who had given apologies. 12 Trustees in total. Terms of office to be agreed by lot next Trustees meeting
3. Election of officers: Steve Elstob proposed as Chair by Angela Gibson, seconded by Jean Bramham. All in favour.
Susan Ord was willing to stand as Treasurer proposed by Jean Bramham, seconded by Susan Graham. All in favour
Jennifer Bradshaw was willing to stand as Secretary proposed by Jean Bramham, seconded by Nina Mordecai. All in favour.
4. Change in constitution - the proposed change is the item quoted in bold below requiring a quorum of 5 trustees.

"from item 19 (3) (a) in the constitution under "Meetings and the Proceedings of charity trustees".

(3) Procedure at meetings

- (a) No decision shall be taken at a meeting unless a quorum is present at the time when the decision is taken. **At any trustees meeting it is required that a minimum of 5 members should be considered as quorate.** A charity trustee shall not be counted in the quorum present when any decision is made about a matter upon which he or she is not entitled to vote."

Proposed by Nina Mordecai, seconded by Sue Graham. All agreed.

5. Finance: During the first financial year of the organisation the bank account has been open but not used while the legalities around the leasing of the building have been explored. The accounts were

AOB: Proposed as part of the Tall Ships experience in Sunderland are some craft sessions by local artist Ian ^{Potts} Davies(?). St.Bede have been offered a session on 6th June, 1.30 – 3pm.

Nina Mordecai suggested we apply for lottery funding to upgrade the building now things are well on the way with the CIO. There are two funds which may be useful: Shae the places and Spaces £300 - £10,000 and Awards for all. Nina agreed to investigate further and bring to the next Trustees meeting.

The beginnings of an agenda for the first Trustees meeting following the AGM was outlined, namely:

- Consideration of upgrading the toilets and legalities around the sanitary arrangements for a public space.
- Considering if we need a start-up loan/grant for the building to be brought to a better standard.
- Consideration of an application to the Community Foundation.
- Sending a management letter to all user groups as there is concern regarding behaviour and tidiness within the groups. Specifically referring to 1. No children in the kitchen areas 2. No food from outside left in bins after groups. 3. No children boiling kettles.

First Trustees meeting following:

5th June 1pm, St. Bede's Town End Farm.

income

date

code

income

amount

unrestricted

restricted

expenditure

date

05/03/2018	B11	rent income	£	30.00		
06/21/2018	B11	rent income	£	10.00		
08/21/2018	B11	rent income	£	145.00		09/10/2018
08/29/2018	B12	Aspire grant			£	388.00
11/08/2018	B12	All Churches Grant			£	1,500.00
11/02/2018	B12	Big Lottery			£	7,000.00
11/05/2018	B11	rent income	£	25.00		
						07/29/2019
						07/29/2019
07/10/2019	B11	rent income	£	505.00		
08/13/2019	B11	rent income	£	170.00		
08/13/2019	B11	rent income	£	690.00		08/16/2019
08/21/2019	B12	Empower Community Grant			£	8,437.60
09/16/2019	B12	Sunderland Community Chest			£	715.30
						08/30/2019
						09/12/2019
10/14/2019	B11	Community chest rewilding			£	2,987.00
10/18/2019	B14	tefra loan for doors			£	1,000.00
10/18/2019	B11	rental income	£	130.00		10/05/2019
10/22/2019	B12	PNW Internal door contribution			£	800.00
10/30/2019	B11	rent income	£	255.00		10/18/2019
10/31/2019	B11	rent income	£	137.50		10/25/2019
12/04/2019	B11	rent income	£	695.00		10/25/2019
		Total income	£	2,792.50		###
		Total fund in		###		

ure

expense	amount unrestricted	restricted	cheque no
payment to TEFRA grant money for kitchen equipment	£	388.00	400001
J. Bramham - receipt payment Skip hire	£	260.00	400002
J. Bramham - receipt Asbestos services	£	70.00	400003
Compac services ltd - heating	£	7,080.00	400004
Paul Douglas electrical services	£	2,589.31	400005
DLJ roofing Windows repair north	£	2,700.00	400006
Kendall Builders - windows replacement	£	4,152.00	400007
Steve Elstob B&Q light bulbs	£	28.00	400009
signage outdoors	£	240.00	400011
Doors main hall & chapel		£ 1,852.80	400010
Bartrum Flooring Services Ltd		£ 1,825.90	400013
Total Expenditure	£	268.00	###
Total fund out		###	
Balance	£	2,524.50	£ 1,909.89 £ 4,434.39



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name

Receipts and pay

For the period
from

Period start date

05/18

Section A Receipts and payments

	Unrestricted funds	Restricted funds
	to the nearest £	to the nearest £
A1 Receipts		
rent	2,793	
Grants	-	21,829
	-	-
loans	-	1,000
refunds	-	-
	-	-
	-	-
	-	-
Sub total (Gross income for AR)	2,793	22,829
A2 Asset and investment sales, (see table).		
	-	-
	-	-
Sub total	-	-
Total receipts	2,793	22,829
A3 Payments		
Building development	-	20,530
council rents	-	-
Utilities	-	-
maintenance	268	-
equipment	-	388
insurance	-	-
	-	-
	-	-
	-	-
Sub total	268	20,918
A4 Asset and investment purchases, (see table)		
	-	-
	-	-
Sub total	-	-
Total payments	268	20,918
Net of receipts/(payments)	2,525	1,911
A5 Transfers between funds	-	-
A6 Cash funds last year end	-	-

<i>Cash funds this year end</i>	2,525	1,911
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Section B Statement of assets and liabilities at the

Categories	Details
B1 Cash funds	Community Directplus Account
	Total cash funds
	(agree balances with receipts and payments account(s))
B2 Other monetary assets	
B3 Investment assets	
B4 Assets retained for the charity's own use	
B5 Liabilities	Utility bills rent and insurance payable to PNW
	loan from Tefra

Signed by one or two trustees on behalf of
all the trustees

Signature

-	#VALUE!	-
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end of the period

Unrestricted funds
to nearest £

2,525
-
-
2,525

OK

Restricted funds
to nearest £

1,910
-
-
1,910

Agreement Error

Endowment funds
to nearest £

-
-
-
-

OK

Unrestricted funds
to nearest £

-
-
-
-
-
-

Restricted funds
to nearest £

-
-
-
-
-
-

Endowment funds
to nearest £

-
-
-
-
-
-

Fund to which asset belongs

Cost (optional)

-
-
-
-
-

Current value (optional)

-
-
-
-
-

Fund to which asset belongs

Cost (optional)

-
-
-
-
-
-
-
-
-

Current value (optional)

-
-
-
-
-
-
-
-
-

Fund to which liability relates

unrestricted
restricted

Amount due (optional)

2,000
1,000

When due (optional)

	-	
	-	
	-	

Print Name	Date of approval



Receipts and pay

For the period
from

Period start date

01/01/2020

Section A Receipts and payments

	Unrestricted funds	Restricted funds
	to the nearest £	to the nearest £
A1 Receipts		
Rent	4,650	
Grants	2,969	7,330
Loans	-	-
COVID Grant	10,000	-
	-	-
	-	-
	-	-
	-	-
Sub total (Gross income for AR)	17,619	7,330
A2 Asset and investment sales, (see table).		
	-	-
	-	-
Sub total	-	-
Total receipts	17,619	7,330
A3 Payments		
Building development	451	8,471
Parish & Council rents	2,946	-
Utilities	4,068	-
Maintenance & expenses	1,104	-
Equipment	504	-
Insurance	900	-
	-	-
	-	-
	-	-
Sub total	9,973	8,471
A4 Asset and investment purchases, (see table)		
	-	-
	-	-
Sub total	-	-
Total payments	9,973	8,471
Net of receipts/(payments)	7,646	- 1,141
A5 Transfers between funds	-	-
A6 Cash funds last year end	2,525	1,911
Cash funds this year end	10,171	770

Section B Statement of assets and liabilities at the

Categories	Details
B1 Cash funds	Community Direct Plus Account
	Total cash funds
	(agree balances with receipts and payments account(s))
B2 Other monetary assets	
B3 Investment assets	
B4 Assets retained for the charity's own use	
B5 Liabilities	Loan from Tefra to repay

Signed by one or two trustees on behalf of
all the trustees

Signature

	1170762	CC16a
ments accounts		
To	Period end date 12/31/2020	

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Endowment funds	Total funds	Last year
to the nearest £	to the nearest £	to the nearest £
-	4,650	2,793
-	10,299	21,829
-	-	1,000
-	10,000	-
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
-	24,949	25,622

-	-	
-	-	-
-	-	-
-	24,949	25,622

-	8,922	20,530
-	2,946	-
-	4,068	-
-	1,104	268
-	504	388
-	900	-
-	-	-
-	-	-
-	-	-
-	18,444	21,186

-	-	
-	-	
-	-	-
-	18,444	21,186

-	6,505	4,436
-	-	-
-	4,436	-
-	10,941	4,436

end of the period

Unrestricted funds
to nearest £

10,171
-
-
10,171

OK

Restricted funds
to nearest £

770
-
-
770

OK

Endowment funds
to nearest £

-
-
-
-

OK

Unrestricted funds
to nearest £

-
-
-
-
-
-

Restricted funds
to nearest £

-
-
-
-
-
-

Endowment funds
to nearest £

-
-
-
-
-
-

Fund to which asset belongs

Cost (optional)

-
-
-
-
-

Current value (optional)

-
-
-
-
-

Fund to which asset belongs

Cost (optional)

-
-
-
-
-
-
-
-
-

Current value (optional)

-
-
-
-
-
-
-
-
-

Fund to which liability relates

Restricted

Amount due (optional)

1,000
-

When due (optional)

	-	
	-	
	-	

Print Name	Date of approval