



GARTMORE RIDING SCHOOL

Hall Lane, Hammerwich, Burntwood, Staffordshire WS7 0JT.
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gartmoreridingschool@googlemail.com



Minutes of the Trustee Extraordinary Meeting held on
Monday, 18th May 2026, 6.00 for 6.30p.m

MINUTES

1. PRESENT: Tracy Francis
James Francis
Carolyn Sugg
Tracey Rhodes
Sarah Spiers

Frances Lynch-Smith
2. APOLOGIES: None received
3. MINUTES OF THE LAST MEETING: the minutes were agreed and signed.
4. MATTERS ARISING FROM THE MINUTES:
Item 7:
 - i. Thank you letter has gone for the new poles
 - ii. The new wet/dry vacuum is in use
 - iii. £611.35 was raised in memory of a volunteer; a horse charter poster has been dedicated to her at a cost of £183 and there is £427 remaining. Her family has been invited to a dedication on June 5th
5. CHARITY COMMISSION REPORT & TRUSTEES
 - a.
 - i. Trustees Annual Checklists circulated and completed
 - ii. We need an identity board for Safeguarding Leads: Robert Francis, (L3) & Sarah Roper (Dip)
 - iii. Data Protection: papers with confidential information are kept for agreed time and then destroyed or returned to the participant
 - b. Policies and guidelines have been circulated electronically
 - c. The Financial Report needs to be out on the Charity Commission website
 - d. We need a Chairperson's Report for the Charity Commission website; an example was circulated; TF to complete
 - e. The GRS website needs updating:
 - i. RF has suggested an update to the 'Objectives' section which was circulated and read
 - ii. We need to investigate possibly claiming Gift Aid from donations (FLS)



- iii. Our trainee coaches continue to be trained, for example Medical Module on May 10th.
 - iv. All names and addresses of Trustees to be sent to the Charity Commission – FLS
 - v. Structure, Governance and Management document for the Charity Commission to be uploaded to the website – JF to check it
 - vi. Conflict of Interest forms to be completed and kept internally; TF to circulate electronically or in hard copies depending on preference
- f. i. Tracy Francis was elected Chair
Proposed: TR, seconded: CS
- ii. Tracey Rhodes was elected Treasurer
Proposed: TF, seconded: SS
- iii. Frances Lynch-Smith was agreed as non-Trustee Secretary
Proposed: TR, seconded: JF
- g. Trustee signatures need updating with NatWest
6. CORRESPONDENCE: (including electronic correspondence)
- i. FLS told the meeting about the session arranged with local 'dementia carers' group;
 - ii. FLS informed the meeting that she has contacted a veterans group, a visit is in the process of being set up in the next few weeks.
7. FINANCIAL REPORT:
- The Financial Report had prepared by Accountant it was circulated and approved: Proposed TR, seconded: JF
8. CALENDAR 2026
- a. Barn Dance
 - i. Decision to be made as to whether it will go ahead by end of May. Current barn dance venue closed down, all trustees to look for new venue
 - b. Fundraising dates to be decide, suggestions below:
 - c. Bag Pack - TF to check details with Tesco
 - d. Foyer Collection – TF to check details with Tesco
 - e. Token Collection - TF to check details with Tesco
9. A.O.B.
- New build:
- a. Canopy to be put in place on Thursday, 21st May '26
 - b. Funding has arrived from Lichfield
 - c. Advice has been sought about the flooring



- d. Thought is being given to creating a second path to make easier to access
- e. The cess pit is under way

10. DATE OF NEXT MEETING: 6.00 for 6.30, 12th October 2026

The meeting closed at 8.10pm

Chair: _____

Date: _____

RIDING FOR THE DISABLED
GARTMORE RIDING SCHOOL
UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 31 JULY 2025

DORAM & CO
ACCOUNTANTS
3 FRIARY VIEW
SANDFORD STREET
LICHFIELD
STAFFS
WS13 6QX

RIDING FOR THE DISABLED GARTMORE RIDING SCHOOL

PROFIT AND LOSS ACCOUNT

FOR THE YEAR ENDED 31 JULY 2025

	2025		2024	
	£	£	£	£
Turnover				
Grants from County Council		3,006		2,096
Raffles & Donations		480		330
Gants from Organisations		6,000		4,100
Donations from other Charites		-		650
Income Banks		-		970
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		9,486		8,146
 Overhead expenses				
GRS - funding	-		6,490	
DBS Checks	12		-	
travel costs	190		270	
R.D.A Subscriptions	713		369	
Courses & Training	4,114		1,664	
Lift & Heating	-		635	
Equipment	1,522		499	
Rosettes & Clothing	395		863	
Miscellaneous	20		240	
Repairs and renewals	-		383	
Light and heat	795		61	
Insurance	788		481	
Feed, Farrier & Vet	2,784		1,572	
Printing & Stationery	-		496	
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		11,333		14,023
		<hr/>		<hr/>
Net loss for the year		£(1,847)		£(5,877)
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RIDING FOR THE DISABLED

GARTMORE RIDING SCHOOL

BALANCE SHEET AS AT 31 JULY 2025

	2025		2024	
	£	£	£	£
Current assets				
Bank Accounts	6,630		8,475	
Cash Accounts	23		25	
	<u>6,653</u>		<u>8,500</u>	
Net current assets		<u>6,653</u>		<u>8,500</u>
Total assets less liabilities		<u>£ 6,653</u>		<u>£ 8,500</u>
Represented by:				
Capital Account				
Balance as at 1 August 2024		8,500		14,377
Net loss for the year		(1,847)		(5,877)
Balance as at 31 July 2025		<u>£ 6,653</u>		<u>£ 8,500</u>

Read & approved 6 November 2025

Riding for the Disabled