

## **Team Daniel Trustee Meeting**

**Held on:** Monday 25<sup>th</sup> January 2021 at 7:30pm

**Present:** Emma Oliver, Nicole Napier, Vicki Read, Bailey Bradley, Chelsea Napier

### **Agenda:**

1. Minutes of the previous meeting
2. Finance update (2020 overall)
3. Update on what's been happening since the last meeting. Raffles, donations etc.
4. Plans for 2021
5. Fundraising plans - virtual events etc.
6. Website update
7. A.O.B

<b>1</b>	<b><u>Minutes of the previous meeting</u></b> NN went through the minutes of the previous meeting. Outstanding actions include: - <b>Action: To inquire about suitable insurance - VR</b> <b>Action: To complete an enhanced DBS - CN</b> <b>Action: To follow up conversations with potential corporates - EO</b>	
<b>2</b>	<b><u>Finance Update</u></b> As of today we have a balance of £7767.81. All monies from Chelsea and Vicki have been paid into the account. We do have an outstanding amount of around £350 to be paid in from Emma as per the last meeting minute notes.  In regards to Expenses on the account, the monthly account fee has increased from £5 to £8 as of January 2021. We also have secured 5 Charity places for The Vitality Big Half (London Marathon Event) which is due to take place on 25th April. The total cost of these places to TeamDaniel is £230 (£46 per entry) This will be paid before the 31st January.  Vicki sent the end of year accounts for 2020 and January 2021 balance so far.  The TeamDaniel PayPal account has been set up – Vicki is still waiting for the final verification to ensure we have charity status and also so that she can link it straight to the TeamDaniel bank account. However it is Vicki's understanding that people can still start sending us money.  The PayPal account details are:  Team Daniel; paypalme/teamdaniel15 - the account has been set up with the following email – <a href="mailto:vicki.read1971@gmail.com">vicki.read1971@gmail.com</a>  <b>Action: To pay in outstanding donations as soon as possible - EO</b> <b>Action: To start using the charity PayPal account for raffles - CN</b>  <b><u>Update on what's been happening since the last meeting</u></b> Chelsea has done a great job raffling off a number of prizes to raise funds for TeamDaniel. She has raised £1,597.94.  Emma also raised money by making and selling Christmas Crackers and Reindeer Food etc. raising £144.	
<b>3</b>		

<p>4</p> <p>5</p> <p>6</p> <p>7</p>	<p>The Save A Space campaign was going really well until lockdown. We had a lot interest from companies including the Hard Rock Café. We need to revisit the campaign when it is safe to do so.</p> <p>Emma and Chelsea put together 200 wash bags for Leeds General Infirmary for families that stay with their children at the hospital. We need to ensure that the photo's etc. are promoted on our social media channels.</p> <p>Action: To speak to Emor re photos and how the hospital will be promoting - EO</p> <p><b>Plans for 2021</b></p> <p>Due to the pandemic we can no longer look at delivering face to face safe spaces for young people as originally planned so we need to decide what our focus for 2021 will be. Fund raising? Look at supporting another charity during the pandemic that supports young people's mental health (sponsoring a counsellor etc.) or to wait until we are able to deliver safe spaces?</p> <p>Sugar Kings is now looking unlikely to be an option for a safe space but there is the option of using Lewisham Community Centre.</p> <p>We could look at donating Worry Monsters to schools?</p> <p><b>Fundraising Plans</b></p> <p>We have been successful with applying for 5 places in the Vitality Big Half which is taking place on 25<sup>th</sup> April. Currently the event is still taking place. It has cost us £46 per place. We will need runners to raise at least £100 for TeamDaniel to recuperate the costs and to raise funds.</p> <p>Action: To put out the event on Facebook to identify runners when we have more details from London Marathon - EO</p> <p>We have also entered the charity ballot for places in the virtual London Marathon taking place on Sunday 3<sup>rd</sup> October. The marathon is set to be the world's first 100,000 person marathon, with 50,000 participants in a virtual event and 50,000 on the traditional course from Blackheath to The Mail. We have applied for 5 places and will find out on Friday 5<sup>th</sup> Feb if we have been successful. The cost of places for the virtual event will be £28 per entry.</p> <p>Action: To confirm if we have been successful - VR</p> <p>Nicole and Vicki are looking to run an online quiz night. They have been looking at how to use Kahoot and will trial it with friends and family first.</p> <p>Action: To trial and deliver the online quiz night - NN &amp; VR</p> <p>Emma and Chelsea to continue to deliver raffles at specific times of the year - Valentine's Day, Easter, Mother's day and Father's day etc.</p> <p>Action: To organise raffles - EO &amp; CN</p> <p>Online bingo an option?</p> <p><b>Website development</b></p> <p>Nicole circulated the link to the website. We need to confirm the structure and content.</p> <p><a href="http://www.teamdaniel.org.uk">www.teamdaniel.org.uk</a> / Password - TeamDaniel21</p> <p>Action: To provide feedback on the draft website - ALL</p>	
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	<p>Action: To provide information/photo's on activities that have taken place over the last few months (raffles, bags for LGI etc.) that can be added to the website - EO &amp; CN</p>	
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**A.O.B**

**Radio Aire Petition**

Emma has received an email re our Radio Aire petition. We have approx. 40,000 signatures. Look to continue the petition on the website during the Pandemic to try to increase numbers.

Action: To discuss with Chris how we can put petition onto the website - NN

Action: To get all of the info from Radio Aire - EO

**Financial Support/Advice**

Bailey stated that he has 2 accountants that might be able to provide financial advice if needed.

Print Name: Nicole Napier

Position: Trustee

Signature:

# CAF Bank

## Statement

Registered office: CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent, ME19 4JQ  
T: 03000 123 456 F: 03000 123 600 E: [cafbank@cafonline.org](mailto:cafbank@cafonline.org) W: [www.cafonline.org/banking](http://www.cafonline.org/banking)

### CafCash Account

Team Daniel  
Miss Vicki Read  
12 Moorlands Avenue  
Guildersome  
Morley, Leeds  
LS27 7BX

Account Name: Team Daniel  
Date: 14 April 2020  
Sort Code: 40-52-40  
Account Number: 00033397  
IBAN: GB59CAFB40524000033397  
Statement Number: 1  
Page Number: 1

Current Gross Interest Rate is 0.00 %

Accrued Interest is £ 0.00

Date	Particulars	Debit	Credit	Balance
07/04/20	Brought forward			0.00
	CR Rate 0.000000 to 0.000000%		0.00	
	INITIAL DEPOSIT		5,600.00	5,600.00
14/04/20	Carried forward			5,600.00

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

\*\*\*\*\*  
\* Contingency Planning For Your Charity \*  
\* We are here to help keep your charity running, whatever the world throws at \*  
\* you. Please take a moment to make sure you are set up with online banking \*  
\* and you have sufficient authorised signatories in place, so you can manage \*  
\* your money wherever you are. \*  
\* \*  
\* If you are not already set up for online banking, you can download a form at \*  
\* [www.cafonline.org/charities/everyday-banking/online-banking](http://www.cafonline.org/charities/everyday-banking/online-banking) \*  
\* If you need to update your Bank Mandate you can find downloadable forms and \*  
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Team Daniel  
Miss Vicki Read  
12 Moorlands Avenue  
Guildersome  
Morley, Leeds  
LS27 7BX

Account Name: Team Daniel  
Date: 14 May 2020  
Sort Code: 40-52-40  
Account Number: 00033397  
IBAN: GB59CAFB40524000033397  
Statement Number: 2  
Page Number: 1

Current Gross Interest Rate is 0.00 %

Accrued Interest is £ 0.00

Date	Particulars	Debit	Credit	Balance
14/04/20	Brought forward			5,600.00
14/05/20	Carried forward			5,600.00

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### CafCash Account

Team Daniel  
Miss Vicki Read  
12 Moorlands Avenue  
Guildersome  
Morley, Leeds  
LS27 7BX

Account Name: Team Daniel  
Date: 15 June 2020  
Sort Code: 40-52-40  
Account Number: 00033397  
IBAN: GB59CAFB40524000033397  
Statement Number: 3  
Page Number: 1

Current Gross Interest Rate is 0.00 %

Accrued Interest is £ 0.00

Date	Particulars	Debit	Credit	Balance
14/05/20	Brought forward			5,600.00
15/05/20	Monthly Account Fee	5.00		5,595.00
15/06/20	Monthly Account Fee	5.00		
15/06/20	Carried forward			5,590.00

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\* Making Payments Online \*  
\* When making a payment to a new payee, we recommend sort codes and account \*  
\* numbers are confirmed with the payee using their official telephone number. \*  
\* \*  
\* Protect Yourself From Fraud \*  
\* For practical tips on how to prevent you and your organisation from becoming \*  
\* a victim of fraud, visit our Security Centre at: \*  
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\* \*  
\* If you think that you have been the victim of a scam, report it immediately \*  
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### CafCash Account

Team Daniel  
Miss Vicki Read  
12 Moorlands Avenue  
Guildersome  
Morley, Leeds  
LS27 7BX

Account Name: Team Daniel  
Date: 14 July 2020  
Sort Code: 40-52-40  
Account Number: 00033397  
IBAN: GB59CAF40524000033397  
Statement Number: 4  
Page Number: 1

Current Gross Interest Rate is 0.00 %

Accrued Interest is £ 0.00

Date	Particulars	Debit	Credit	Balance
15/06/20	Brought forward			5,590.00
14/07/20	Carried forward			5,590.00

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Team Daniel  
Miss Vicki Read  
12 Moorlands Avenue  
Guildersome  
Morley, Leeds  
LS27 7BX

Account Name: Team Daniel  
Date: 14 August 2020  
Sort Code: 40-52-40  
Account Number: 00033397  
IBAN: GB59CAFB40524000033397  
Statement Number: 5  
Page Number: 1

Current Gross Interest Rate is 0.00 %

Accrued Interest is £ 0.00

Date	Particulars	Debit	Credit	Balance
14/07/20	Brought forward			5,590.00
15/07/20	Monthly Account Fee	5.00		5,585.00
13/08/20	POS VIRGIN MONEY GIVING Miss V Read	180.00		5,405.00
14/08/20	Carried forward			5,405.00

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Date: 14 September 2020  
Sort Code: 40-52-40  
Account Number: 00033397  
IBAN: GB59CAFB40524000033397  
Statement Number: 6  
Page Number: 1

Current Gross Interest Rate is 0.00 %

Accrued Interest is £ 0.00

Date	Particulars	Debit	Credit	Balance
14/08/20	Brought forward			5,405.00
17/08/20	Monthly Account Fee	5.00		5,400.00
26/08/20	BACS 1650315502 VIRGINMONEY GIVING		63.65	5,463.65
09/09/20	BACS 1650321807 VIRGINMONEY GIVING		14.32	5,477.97
14/09/20	Carried forward			5,477.97

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Account Name: Team Daniel  
Date: 14 October 2020  
Sort Code: 40-52-40  
Account Number: 00033397  
IBAN: GB59CAFB40524000033397  
Statement Number: 7  
Page Number: 1

Current Gross Interest Rate is 0.00 %

Accrued Interest is £ 0.00

Date	Particulars	Debit	Credit	Balance
14/09/20	Brought forward			5,477.97
15/09/20	Monthly Account Fee	5.00		5,472.97
16/09/20	BACS 1650326703 VIRGINMONEY GIVING		25.00	5,497.97
30/09/20	BACS 1650333303 VIRGINMONEY GIVING		20.00	5,517.97
09/10/20	POS SQUARESPACE INC	144.00		5,373.97
14/10/20	BACS 1650342567 VIRGINMONEY GIVING		14.32	
14/10/20	Carried forward			5,388.29

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\* Christmas and New Year Opening \*  
\* Please note that CAF Bank will close at 2pm on 24 December 2020 (Christmas Eve) and 31 December 2020 (New Years Eve). \*  
\* Online payments authorised after 1pm on these dates will be processed on the next working day. \*  
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Account Name: Team Daniel  
Date: 16 November 2020  
Sort Code: 40-52-40  
Account Number: 00033397  
IBAN: GB59CAFB40524000033397  
Statement Number: 8  
Page Number: 1

Current Gross Interest Rate is 0.00 %

Accrued Interest is £ 0.00

Date	Particulars	Debit	Credit	Balance
14/10/20	Brought forward			5,388.29
15/10/20	Monthly Account Fee	5.00		5,383.29
21/10/20	BACS 1650346104 VIRGINMONEY GIVING		20.00	5,403.29
28/10/20	BACS 1650349212 VIRGINMONEY GIVING		17.64	5,420.93
04/11/20	BACS 1650354058 VIRGINMONEY GIVING		18.30	5,439.23
05/11/20	POS Microsoft*Store Miss V Read	59.99		5,379.24
11/11/20	BACS 1650358201 VIRGINMONEY GIVING		24.32	5,403.56
12/11/20	POS PP*4491CODE	1.00		5,402.56
16/11/20	Monthly Account Fee	5.00		5,397.56
16/11/20	Carried forward			5,397.56

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Account Number: 00033397  
IBAN: GB59CAFB40524000033397  
Statement Number: 10  
Page Number: 1

Current Gross Interest Rate is 0.00 %

Accrued Interest is £ 0.00

Date	Particulars	Debit	Credit	Balance
30/11/20	Brought forward			5,431.06
02/12/20	BACS 1650367469 VIRGINMONEY GIVING		53.42	5,484.48
09/12/20	BACS 1650372572 VIRGINMONEY GIVING		28.07	5,512.55
14/12/20	Carried forward			5,512.55

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IBAN: GB59CAFB40524000033397  
Statement Number: 11  
Page Number: 1

Current Gross Interest Rate is 0.00 %

Accrued Interest is £ 0.00

Date	Particulars	Debit	Credit	Balance
14/12/20	Brought forward			5,512.55
15/12/20	Monthly Account Fee	5.00		5,507.55
22/12/20	FP - MISS CHELSEA L NAP		1,597.94	7,105.49
23/12/20	BACS 1650380784 VIRGINMONEY GIVING		70.00	7,175.49
31/12/20	BACS 1650385992 VIRGINMONEY GIVING		20.00	7,195.49
13/01/21	BACS 1650393531 VIRGINMONEY GIVING		14.32	7,209.81
14/01/21	Carried forward			7,209.81

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\* Most of our staff are working remotely and we are doing all we can to \*  
\* support you and the vital services you provide to people and communities \*  
\* across the UK. \*  
\*  
\* Whilst we will continue to accept requests for change and applications for \*  
\* new services, it may take us a little longer than normal to complete your \*  
\* requests. We will do our best to carry out your request within four weeks of \*  
\* receipt and on a best endeavours basis. \*  
\*  
\* Thank you for your patience and understanding during these challenging times \*  
\*\*\*\*\*