



April 2023

Date: 2 April 2023

Venue: Redburn House, 212 Bradford Road, Shipley BD18 3AP

Present: Sharon Archibald, Kay Dunn, Jean Flerin — No Apologies

Agenda:

1. Acceptance of Minutes (previous meeting)
2. Matters Arising
3. Financial Updates (bank surplus, van insurance refund)
4. New van insurance and road tax
5. Donations received
6. AOB

Summary:

- Minutes from previous meeting accepted unanimously.
- No matters arising.
- Bank surplus and insurance refund reported.
- New van insurance arranged with monthly payments; road tax paid.
- Meeting closed with no further business.



May 2023 (Remote Meeting)

Date: 2 May 2023

Present: Sharon Archibald, Kay Dunn, Jean Flerin — No Apologies

Agenda:

1. Acceptance of Minutes (2nd April previous meeting)
2. Purchase of van from A&G Construction
3. Invoice payment for fundraising services
4. AOB

Summary:

- Minutes from previous meeting accepted unanimously.
 - Proposal to purchase maintenance van agreed unanimously, subject to funds.
 - Invoice from Good Fundraising approved for payment will be in August Budget
 - Meeting closed with no further business.
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June 2023

Date: 2 June 2023

Venue: Redburn House

Present: Sharon Archibald, Kay Dunn, Jean Flerin — No Apologies

Agenda:

1. Acceptance of Minutes (2 May 2023)
2. Matters Arising
3. Update on van purchase
4. Donations update
5. AOB

Summary:

- Minutes accepted unanimously.
- No matters arising.
- Van purchase completed smoothly (2nd June)
- Donation receipt acknowledged (£10,600); thanks to donors agreed.
- Meeting closed.



July 2023

Date: 2 July 2023

Venue: Redburn House

Present: Sharon Archibald, Kay Dunn, Jean Flerin — No Apologies

Agenda:

1. Acceptance of Minutes (2 June 2023)
2. Fundraising review recommendations
3. AOB
4. Date and time of next meeting

Summary:

- Trustees requested further time to review fundraising report; agreed to follow up by phone.
 - Actions planned to seek quotes for website, social media, and charity collection tins.
 - Volunteers to research grant opportunities and bids.
 - Meeting closed.
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August 2023

Date: 2 August 2023

Venue: Redburn House

Present: Sharon Archibald, Kay Dunn, Jean Flerin — No Apologies

Agenda:

1. Acceptance of Minutes (2 July 2023)
2. Matters Arising
3. Changes to Insurance for van
4. Donations update
5. AOB

Summary:

- Minutes accepted unanimously.
- No matters arising.
- Changes to insurance for van approved with agreed monthly payments.
- Donation receipt acknowledged (£5,000); thanks to donors agreed.
- Meeting closed.



September 2023

Date: 2 September 2023

Venue: Redburn House

Present: Sharon Archibald, Kay Dunn, Jean Flerin — No Apologies

Agenda:

1. Acceptance of Minutes (2 August 2023)
2. Actions from fundraising review
3. AOB
4. Date and time of next meeting

Summary:

- Minutes accepted unanimously
 - Volunteers identified web design companies and grant opportunities.
 - Next steps to obtain quotes and investigate grants agreed unanimously.
 - Meeting closed.
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October 2024

Date: 2 October 2023

Venue: Redburn House

Present: Sharon Archibald, Kay Dunn, Jean Flerin — No Apologies

Agenda:

1. Acceptance of Minutes (2 September 2023)
2. Matters Arising
3. AOB

Summary:

- Minutes accepted unanimously.
 - No matters arising.
 - Meeting closed.
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November 2023

Date: 2 November 2023

Venue: Redburn House

Present: Sharon Archibald, Kay Dunn, Jean Flerin — No Apologies

Agenda:

1. Acceptance of Minutes (2 October 2023)
2. Matters Arising
3. AOB

Summary:

- Minutes accepted unanimously.
 - No matters arising.
 - Meeting closed.
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December 2023

Date: 5 December 2023

Venue: Redburn House, 212 Bradford Road, Shipley BD18 3AP

Present: Sharon Archibald, Kay Dunn, Jean Flerin — No Apologies

Agenda:

1. Acceptance of Minutes (2 November 2023)
2. Matters Arising
3. Fundraising update and review of year-end targets
4. Annual budget planning and financial forecasts
5. Review of charity policies and compliance
6. AOB

Summary:

- Minutes accepted unanimously.
 - No matters arising.
 - Fundraising progress discussed; additional efforts planned.
 - Preliminary budget for 2024 presented; further review scheduled.
 - Policies to be reviewed in detail at next meeting.
 - Meeting closed with no other business.
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January 2024

Date: 9 January 2024

Venue: Remote (via video conference)

Present: Sharon Archibald, Kay Dunn, Jean Flerin — No Apologies

Agenda:

1. Acceptance of Minutes (5 December 2023)
2. Final review and approval of 2024 budget
3. Policy reviews – Safeguarding and Data Protection updates
4. Fundraising events planning
5. Grant applications status
6. AOB

Summary:

- Minutes accepted unanimously.
 - Budget for 2024 approved unanimously.
 - Updates to safeguarding and data protection policies reviewed and adopted.
 - Plans made for upcoming fundraising events including local awareness days.
 - Grant application progress reported, awaiting decisions.
 - Recruitment ongoing with positive responses noted.
 - Meeting closed with no further business.
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**February 2024****Date:** 6 February 2024**Venue:** Redburn House**Present:** Sharon Archibald, Kay Dunn, Jean Flerin — No Apologies**Agenda:**

1. Acceptance of Minutes (January 2024)
2. Matters Arising
3. Financial update and bank reconciliation
4. Update on volunteer recruitment and training
5. Review of maintenance and van usage
6. Preparation for AGM
7. AOB

Summary:

- Minutes accepted unanimously; no matters arising.
 - Maintenance schedule reviewed, van usage efficient.
 - AGM preparations underway; agenda and venue to be confirmed.
 - Meeting closed.
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March 2024

Date: 5 March 2024

Venue: Redburn House

Present: Sharon Archibald, Kay Dunn, Jean Flerin — No Apologies

Agenda:

1. Acceptance of Minutes (February 2024)
2. Matters Arising
3. Finalize AGM agenda and reports
4. Fundraising strategy review and next steps
5. AOB

Summary:

- Minutes accepted; no matters arising.
 - AGM agenda finalised; reports prepared and circulated.
 - Fundraising strategy reviewed; new ideas to be piloted.
 - Meeting closed with no additional business.
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April 2024

Date: 1 April 2024

Venue: Redburn House

Present: Sharon Archibald, Kay Dunn, Jean Flerin — No Apologies

Agenda:

1. Acceptance of Minutes (March 2024)
2. Matters Arising
3. Donation updates and acknowledgments
4. Review of AGM outcomes and action points
5. Financial update post-AGM
6. Planning for summer projects and community outreach
7. AOB

Summary:

- Minutes accepted unanimously; no matters arising.
- Donations received acknowledged; thank-you letters to be sent.(£10,750)
- AGM held successfully; action points assigned, and timelines set.
- Financial update post-AGM presented.
- Summer projects and outreach plans discussed and approved.
- Meeting closed.

	DIVERSITY HOUSING				
	Accounts from 2st April 2023 to 1st April 2024				
	Receipts & Payments Account				
	Current Account				
2st April 2023	Balance b/f			£458.88	
	Receipts				
	Donations Received - Non Gift Aid		£ 15,352.57		
			£15,352.57	£15,352.57	
				£15,811.45	
	Payments				
	Fund Raising Expenses		£ 6,000.00		
	Vehicle Insurance		£ 1,271.36		
	Vehicle licences		£ 320.00		
	Motor Vehicles		£ 7,200.00		
			£14,791.36	£14,791.36	
				£1,020.09	
1st April 2024	Balance as per Bank Statement c/f			£1,020.09	

I approve this accounts for the year ending 31st March 2024

Trustee - Jean Flerin

Trustee - Kay Dunn

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