

Princes Risborough Rotary Club Charity Fund

Registered Charity No. 288786

Meeting of the Trustees

Minutes of Meeting 17th July 2023

Held at 6.00pm at Whiteleaf Golf Club

Present: Christopher Tyrer (CT), (Chair), Al Bowyer (AB), (Treasurer), Tony Bundock (TB), William Pettinger (Secretary).

In attendance: Graeme Card, Chris Brooks

Apologies: None

1. **Welcome:** CT Welcomed the Board of Trustees to the Meeting
2. **Previous meeting:** The Minutes of the meeting of 18th July 2022 were approved and signed.
3. **Matters Arising:** There were no matters arising
4. **Trustees:**

CT reminded the Trustees that the Trust Deed specified that Trustees were appointed for a period of up to 5 years and that CT, AB and TB, having been appointed in 2017, were required to stand down from their position. WP was asked to request that the Rotary Council appointed replacements at their next meeting. All three retiring trustees indicated their willingness to continue to serve again should Council request them to do so.

5. Compliance and Safeguarding

5.1 CT circulated reports as follows:

1 From David Cliff

Health and Safety has been monitored with respect to Rotary events throughout the year with no reportable incidents. One new major event, the Barn Dance held jointly with Monk's Risborough Horticultural Society (MRHS), required a full risk assessment. This was carried out jointly with an experienced H&S advisor from MRHS and looked into all foreseeable risks and mitigation, and reported to and approved by Rotary Council.

2 From Hugh Poulton

I am pleased to report that over the past 12 months there have been no reported safeguarding issues.

The relevant main activities supported by RCPR members include:

- Interactor Clubs support (RGS, PRS)
- Young Carers (Sailing Days, Xmas Party)
- Art Competition (local Primary Schools)
- Interview Training (PRS)

All members associated with these activities are briefed as appropriate on safeguarding requirements.

DBS checks are only required for regular contact with individual young people, or as required by the school or organisation. A few members are DBS accredited.

I believe that the Club is compliant with its Safeguarding Policy.

5.2 WP had previously circulated the following documents to the Trustees:

Insurance Guidance Document provided by RGBI and policy documents:

- (i) General Data Protection Privacy Policy Notice
- (ii) Equality and Diversity Policy (linked with the Rotary GB&I Dignity Policy)
- (iii) Health and Safety Policy Statement
- (iv) Safeguarding (Children) Policy (updated to include communicating with children online)
- (v) Safeguarding (Vulnerable Adults) Policy

The Trustees confirmed that Guidance document had been read and following some discussion and clarification unreservedly adopted the policies.

CT and WP were then authorised to sign the RGBI compliance document which would then be filed by WP for future reference.

6. Review of the Charity Account and donations, 2022/23:

AB circulated draft accounts and reported:

- a. Net Income for the year totalled £28,471.
- b. Charitable donations in the year amounted to £33,642
- c. A reserve of £4,809 for specific pending donations had been provided for within the accounts.
- d. The balance available for future donations was £3,917. It was noted that the Rotary Council were now prioritising new fundraising initiatives.

AB noted that the accounts were still unaudited however were unlikely to change in any material way.

The Trustees noted that the accounts for the prior year had been audited and submitted to the Charities Commission without any significant variation from the version approved at the previous meeting.

The Trustees agreed that the proper procedures had been followed and thanked AB for his careful stewardship of the club's finances

7. Banking arrangements:

AB reported that his attempts to change the mandate to add WP had been frustrated by Barclays Bank procedures and the difficult process required to make contact. AB and WP would meet to attempt to resolve the issue.

8. AOB: There was no other Business

Next meeting: 15 July 2024 at 6:30pm

Signed as agreed: Date:

INCOME AND EXPENDITURE ACCOUNT FOR YEAR ENDING 30th JUNE 2023

EXTERNAL FUND RAISING EVENTS

TREE OF LIGHT
 KOP HILL - KOP HILL CLIMB LTD. DONATION
 BARN DANCE
 CHRISTMAS LIGHTS SWITCH ON
 FARMERS MARKET COLLECTIONS
 CHRISTMAS COLLECTION TESCO and M & S
 JUST GIVING CHARITY ACCOUNT

2022/2023		
GROSS INCOME	EXPENDITURE	NET INCOME
£ 5,960.00	£ 422.00	£5,538.00
£ 4,000.00	£ -	£4,000.00
£ 674.65	£ -	£674.65
£ 1,122.58	£ 200.00	£922.58
£ 746.00	£ -	£746.00
£ 2,811.73	£ -	£2,811.73
£ 110.81		£110.81
£ -		
£ 15,425.77	£ 622.00	£ 14,803.77

SUB-TOTAL OF EXTERNAL FUND RAISING EVENTS

IN HOUSE FUND RAISING

FINES
 GOOD NEWS
 FOUNDATION DONATION
 CLUB MEMBERS VOLUNTARY COVID-19 CONTRIBUTIONS

£ 93.83	£ -	£93.83
£ -	£ -	£0.00
£ 1,410.00	£ 114.54	£1,295.46
£ 1,474.00		£1,474.00
£ -		
£ 2,977.83	£ 114.54	£ 2,863.29

SUB-TOTAL OF IN HOUSE FUND RAISING EVENTS

OTHER CHARITY ACCOUNT INCOME STREAMS

BANK INTEREST RECEIVED
 GIFT AID GENERALLY
 BENEVOY Charitable Giving
 OTHER DONATIONS RECEIVED
 ART COMPETITION PLEDGES
 DISTRICT GRANT
 END YEAR ADJUSTMENT

£ 65.35	£ -	£65.35
£ 2,406.24		£2,406.24
£ 2,958.00		£2,958.00
£ 4,624.39		£4,624.39
£ 250.00		£250.00
£ 500.00	£ -	£500.00
		£0.00
£ 10,803.98	£ -	£ 10,803.98

SUB-TOTAL OF OTHER INCOME STREAMS

NET TOTAL OF ALL CHARITY ACCOUNT INCOME

£ 28,471.04

SPECIFIC EXPENDITURES AGAINST CHARITY EVENTS

SUNDRY CHARITY EXPENSES

	£ 225.00	£225.00
£ -	£ 225.00	£ - 225.00

GROSS TOTAL OF ALL SPECIFIC EXPENDITURE

NET SURPLUS (DEFICIENCY) GENERATED FOR CHARITY FOR YEAR ENDING 30th JUNE 2023 £ 28,246.04

BANK ACCOUNT BROUGHT FORWARD FROM 30/6/2022

£ 14,122.38

GROSS TOTAL AVAILABLE FOR CHARITY FOR YEAR ENDING 30th JUNE 2023

£ 42,368.42

LESS - CHARITY DONATIONS

ACTUAL PAYMENTS MADE

£ 33,641.76

BALANCE OF CHARITY ACCOUNT AVAILABLE AT 30th JUNE 2023

£ 8,726.66

REPRESENTED BY:

BANK BALANCE
 UNCLEARED PAYMENTS OUT
 CASH & CHEQUES IN HAND

£ 8,726.66	
£ -	
£ -	£ 8,726.66

LESS RESERVES

PENDING CHARITY DONATIONS
 FIREWORK CONTINGENCY
 OVERALL STRATEGIC RESERVE FUND

£ 4,809.00	
£ -	
£ -	£ 4,809.00

SUM AVAILABLE FOR FUTURE DONATIONS AS AT 30th JUNE 2023

£ 3,917.66

Prepared by: A P Bowyer Treasurer

I have examined all bank statements, records and other supporting papers and have found these accounts to be correct:

Signed by: Mr A Bacon Auditor

THE ROTARY CLUB OF PRINCES RISBOROUGH
CHARITY TRUST ACCOUNTS - CHARITY NUMBER 288786
25/01/2024

Balance Sheet

BROUGHT FORWARD FROM 30/6/22		£ 14,122.24	25/01/24	
ADJUSTMENT		£ 0.14		
ADJUSTED Previous Year		£ 14,122.38		
INCOME 2022/2023				
Income 2022/2023	£ 29,142.23		Balance on BANK ACCOUNTS	£ 8,726.66
Interest Received 2022/2023	£ 65.35	£ 29,207.58		
EXPENDITURE 2022/2023				
Outgoings 2022/2023	£ 34,603.30			
Cash Payments 2022/2023	£ -	£ 34,603.30	Cash & Cheques in Hand	£ -
Surplus/ Deficit for year ending 30th June 2023		-£ 5,395.72		
		£ 8,726.66		£ 8,726.66

21/03/2024

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