

Princes Risborough Rotary Club Charity Fund

Registered Charity No. 288786

**Meeting of the Trustees**

**Minutes of Meeting 29<sup>th</sup> July 2024**

Held at 6.30pm at Whiteleaf Golf Club

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

**In attendance:** Richard Stevenson, Chris Brooks.

**Apologies:** None

1. **Welcome:** CT welcomed the Trustees to the meeting and also welcomed Richard Stevenson who was attending in his role of President on behalf of the Council. He further reminded the Trustees that their role in the meeting was at all times to ensure compliance with charity law and the Trust Deed of the club.

2. **Previous meeting:** The Minutes of the meeting of 17<sup>th</sup> July 2023 had been previously approved and signed on 31 July 2023 and then made available for Rotarians on the RCPR website.

3. **Matters Arising:**

CT referred to the recent passing of Barry Tomkins a long standing Rotarian whose contribution to club activities over many years had made a significant impact and whose presence in the club would be much missed.

4. **Review of the Charity Accounts and donations**

AB presented the draft accounts for the year ending 30 June 2024 and reported:

- a. Net Income for the year totalled £33,486.
- b. Charitable donations in the year amounted to £28,771
- c. A reserve of £5,633 for specific pending donations had been provided for within the accounts.
- d. The balance available for future donations was £9,206. 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 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.

It was further noted that Tony Bacon had again agreed to perform the audit of the accounts for the 2023/24 year.

## 5. Compliance and Safeguarding

### 5.1 CT circulated reports as follows:

1 From David Cliff :

My review of the year's H&S activities follows.

'The club has carried out a number of activities over the year that have required an appropriate Health and Safety review or audit. No changes or updates were required during the year. A new major project, The Risborough Rotary Ramble required a new risk assessment to be prepared. Following assessment, consultation and minor modifications, it was approved by the club's council and implemented for the event. This was also passed to the Town Council and the South Buck ambulance charity, who were intrinsic to the event passing off smoothly. All policies and procedures continue under review in order to be appropriate and pragmatic guides to safe activities run by the club. In this light, a new risk assessment is in preparation for the road closures in the town that are operated by the club.

2 From Hugh Poulton

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

The relevant activities supported by RCPR members include:

- Interact Clubs support (RGS, PRS)
- Young Carers (Sailing Days, Xmas Party)
- Art Competition (Local schools)
- Chess Competition (Local schools)
- Interview Training (PRS)

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

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

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

The Trustees expressed their thanks to David Cliff and Hugh Poulton for their diligent attention to these matters on behalf of the club.

### 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 again unreservedly adopted the policies.

AB and WP had previously signed the RGBI compliance document for 2024/25 a copy of which is attached to the minutes and filed by WP for future reference.

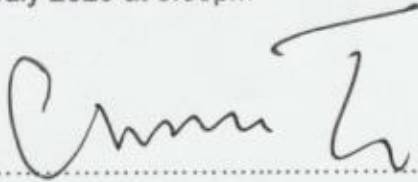
**6. Banking arrangements:**

AB reported that his attempts to change the mandate to add WP had continued to be unsuccessful but that he would continue to attempt to resolve the outstanding issues.

**7. AOB: There was no other Business**

**Next meeting:** 28 July 2025 at 6:30pm

Signed as agreed: .....

A handwritten signature in black ink, appearing to be 'C. M. T.', written over a dotted line.

Date: .....

21 01 25



**THE ROTARY CLUB OF PRINCES RISBOROUGH**  
**CHARITY TRUST ACCOUNTS - CHARITY NUMBER 288786**

Accounts to 30/06/2024

**INCOME AND EXPENDITURE ACCOUNT FOR YEAR ENDING 30th JUNE 2024**

**EXTERNAL FUND RAISING EVENTS**

TREE OF LIGHT  
 KOP HILL - KOP HILL CLIMB LTD, DONATION  
 GOLF CHARITY DAY  
 RACE NIGHT  
 RISBOROUGH RAMBLE  
 CHRISTMAS LIGHTS SWITCH ON  
 FARMERS MARKET COLLECTIONS  
 CHRISTMAS COLLECTION TESCO and M & S  
 JUST GIVING CHARITY ACCOUNT

2023/2024		
GROSS INCOME	EXPENDITURE	NET INCOME
£ 5,670.27	£ 475.96	£5,194.31
£ 4,000.00	-	£4,000.00
£ 3,355.03	-	£3,355.03
£ 1,200.00	£ 855.00	£345.00
£ 1,200.00	-	£1,200.00
£ 610.99	-	£610.99
£ 1,358.88	-	£1,358.88
£ 4,833.06	-	£4,833.06
£ 586.27	-	£586.27
£ -	-	-

**SUB-TOTAL OF EXTERNAL FUND RAISING EVENTS**

£ 22,814.50	£ 1,330.96	£ 21,483.54
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**IN HOUSE FUND RAISING**

FINES  
 GOOD NEWS  
 CLUB MEMBERS VOLUNTARY COVID-19 CONTRIBUTIONS

£ 0.98	£ -	£0.98
£ 16.00	-	£16.00
£ 220.00	-	£220.00
£ -	-	-

**SUB-TOTAL OF IN HOUSE FUND RAISING EVENTS**

£ 236.98	£ -	£ 236.98
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**OTHER CHARITY ACCOUNT INCOME STREAMS**

BANK INTEREST RECEIVED  
 GIFT AID GENERALLY  
 BENEVITY Charitable Giving  
 OTHER DONATIONS RECEIVED  
 DISTRICT GRANT  
 END YEAR ADJUSTMENT

£ 165.23	£ -	£165.23
£ 2,483.32	-	£2,483.32
£ 8,142.96	-	£8,142.96
£ 6,254.73	-	£6,254.73
£ 995.00	-	£995.00
£ -	-	£0.00

**SUB-TOTAL OF OTHER INCOME STREAMS**

£ 18,041.24	£ -	£ 18,041.24
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**NET TOTAL OF ALL CHARITY ACCOUNT INCOME**

**£ 39,761.76**

**SPECIFIC EXPENDITURES AGAINST CHARITY EVENTS**

OTHER SUNDRY DONATIONS  
 WHITELEAF GOLF CLUB MEETINGS EXPENSES

£ -	£ 149.17	-£149.17
£ -	£ 544.73	-£544.73
£ -	£ 693.90	-£693.90
£ 41,092.72	£ 2,024.86	-

**GROSS TOTAL OF ALL SPECIFIC EXPENDITURE**

**NET SURPLUS (DEFICIENCY) GENERATED FOR CHARITY FOR YEAR ENDING 30th JUNE 2024** £ 39,067.86

**BANK ACCOUNT BROUGHT FORWARD FROM 30/6/2023**

**£ 8,726.66**

**GROSS TOTAL AVAILABLE FOR CHARITY FOR YEAR ENDING 30th JUNE 2024** £ 47,794.52

**LESS - CHARITY DONATIONS**

**ACTUAL PAYMENTS MADE**

**£ 28,771.24**

**LESS - UNBANKED CASH PAYMENTS**

**ACTUAL PAYMENTS MADE**

**£ 3,075.00**

**BALANCE OF CHARITY ACCOUNT AVAILABLE AT 30th JUNE 2024**

**£ 15,948.28**

**REPRESENTED BY:**

BANK BALANCE  
 UNCLEARED PAYMENTS OUT  
 CASH & CHEQUES IN HAND

£ 14,549.94	-	£ 15,948.28
£ -	-	-
£ 1,398.34	-	-

**LESS RESERVES**

PENDING CHARITY DONATIONS  
 MAJOR PROJECTS CONTINGENCY  
 OVERALL STRATEGIC RESERVE FUND

£ 4,133.05	-	£ 5,633.05
£ 1,500.00	-	-
£ -	-	-

**SUM AVAILABLE FOR FUTURE DONATIONS AS AT 30th JUNE 2024** £ 10,315.23

Prepared by: Original Signed by Mr. A P Bowyer

Treasurer

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

Signed: Original Signed by Mr A. Bacon Auditor



**THE ROTARY CLUB OF PRINCES RISBOROUGH**  
**CHARITY TRUST ACCOUNTS - CHARITY NUMBER 288786**  
**Accounts to 30/06/2024**

**Balance Sheet**

**BROUGHT FORWARD FROM 30/6/23** £ 8,726.66  
**ADJUSTMENT** £ -

**ADJUSTED Previous Year** £ 8,726.66

**INCOME 2023/2024**

Income 2023/2024 £36,454.15  
 Cash INCOME 2023/2024 £ 4,473.34  
 Interest Received 2023/2024 £ 165.23 £ 41,092.72

Balance on BANK ACCOUNTS £ 14,549.94

**EXPENDITURE 2023/2024**

Outgoings 2023/2024 £30,796.10  
 Cash Payments 2023/2024 £ 3,075.00 £ 33,871.10

Cash & Cheques in Hand £ 1,398.34

Surplus/ Deficit for year ending 30th June 2024 £ 7,221.62

£ 15,948.28

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**CORRECT £ -**

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*AP Bowyer*  
*A. Bacon*



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