

Winchester and District Scope

Supporting people with cerebral palsy

Treasurer:
Tim Stedman

Secretary:
Peter Honeycombe

Chair
Cheryl Honeycombe

AGM Minutes

10/10/2020

The AGM was held on Zoom due to Covid-19

Start time; 14:00

End time; 15:30

Minutes

Attendees; Cheryl and Peter Honeycombe, Tim Stedman and Clair Padgham, Nicki Wade, Charlene Cooper, Jan Spring and Gill Young. Joyce Brashaw arrived later in the meeting.

- 1) Apologies were received from Niki Kimber, Shirley Keneally
- 2) Minutes of AGM 14th September were circulated and agreed before the meeting

3) Chairs Annual report

Cheryl explained what a strange year it had been with the start of the pandemic and the national lockdown. She thanked the committee for keeping going and participating in the Zoom calls. She gave particular thanks to Tim and Clare for their perseverance with the bank. This included sorting out the signatories for cheques which involved Nicki re-signing her name several times. She also thanked Peter for dealing with the IT difficulties which included the shutting down of our emails by our service provider.

Cheryl noted that both the Treasurer and Secretary were new to their posts this year.

Cheryl said that there were five grants awarded during the financial year but not all the cheques were cashed in that year.

In addition to the grants the group circulated information about sports for people with CP and welcomed Nicky Kimber to the committee.

4) Treasurer's Report

Tim said that this year he managed to transfer the bank account management to himself and Peter. Although there had been several difficulties the account can now be managed on-line with payments (not grants) possible over the internet. Tim, Peter and Nicki are now set up as signatories for grant cheques. Any two of the three are need to authorise a cheque. Tim lodged a complaint with Lloyds bank on behalf of the group regarding their poor

handling of the signatory transfer. The bank up-held the complaint and donated £250 to Winchester and district Scope.

Five grant cheques were written out during the financial year but only three were cashed during the year. A fourth has been cashed after the end of the financial year leaving one still not cashed. Tim said that this is an issue for the group as it makes tracking the bank balance difficult. Also, it is better to have as much money as possible in the investment account rather than the current account. Tim said that if the grant could be by way of a bank transfer then the money would go out of our account to the recipient straight away without the possibility of delay.

Tim very kindly this year put £300 of his own money in the groups account on a temporary basis to make sure there was enough money in the account to honour the outstanding cheques. There was agreement that the committee should stipulate a time limit on the cashing of grant cheques. **(action: Committee to agree a time scale for cashing of cheques).**

Tim explained that all the income for this year has been from the investment funds although this had not been as much as in previous years due to Covid-19. The income was £4668 and the expenditure was £1768. This amounts to three grants and £162 in administration. The property fund had been suspended due to Covid-19 but is now trading again.

It was agreed to chase up the cashing of the last cheque which is still outstanding. **(action: Peter to send recipient an email to ask them to cash the cheque).**

Tim asked if the committee thought it was a good idea to scan the financial documents which were now stored in his loft. Tim said that it is usual for companies to keep financial documents for seven years. Clair suggested keeping the financial reports and getting rid of the other documents. Tim said that he will ask his accountant how long a charity is required to keep financial documents. Peter said that in theory we could store the finance documents on the cloud but this has not been tested yet. **(Action; Tim to ask his accountant how long a charity is required to keep financial documents. Peter will check if we can store the documents on the cloud).**

5) Committee membership

Gill said that she would be willing to swap roles with any member of the committee who would like to be Vice Chair, however, no-one took her up on her offer. There were no changes to committee membership.

6) Grant applications

There were no grant applications to discuss.

7) Correspondence Received

There had been no correspondence this year apart from fraudulent emails.

8) AOB

Gill raised again the lack of grant applications. Radio advertising was discussed but there was a lack of general knowledge of how to do this. Gill said that we might try to relaunch if we were changing the charity's name. The mailing list was highlighted as containing many unattainable emails. Clair said she would be happy to contact some therapy leads.

(Action: Niki to research radio programmes which might be interested in mentioning Winchester and District Scope. Clair will try to contact therapy leads so they know we can supply funds).

- 9) Date of next meeting: 14th January 2021 (this will be on Zoom)
In order to a line the AGM with the end of the financial year the next AGM would be 17th April 2021.

The meeting continued with tea and cakes as well as some videos of CP dance company and a comedian who has CP.